



**Agenda**  
**for the Extraordinary Meeting**  
**of the**  
**Royal Berkshire Fire Authority**

**Wednesday, 10th December, 2025**

**At**

**5.30 pm**

RBFRS Headquarters  
Lynda Kenyon Suite  
Newsham Court  
Pincents Kiln  
Calcot  
Reading  
Berkshire  
RG31 7SD

For further information regarding this meeting, please contact:

Committee Team

0118 938 4611

E-Mail at [committeeteam@rbfrs.co.uk](mailto:committeeteam@rbfrs.co.uk)

Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD



**MEETING:** Royal Berkshire Extraordinary Fire Authority Meeting

**DATE AND TIME:** Wednesday, 10th December, 2025 at 5.30 pm

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Newsham Court  
Pincents Kiln  
Calcot  
Reading, Berkshire RG31 7SD

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## S U M M O N S

You are hereby summoned to attend the meeting of the Royal Berkshire Fire Authority at the time, date and venue indicated above, when it is proposed to deal with the business set out in the enclosed Agenda.

A handwritten signature in black ink, appearing to read 'Graham Britten'.

**GRAHAM BRITTEN**  
Monitoring Officer

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**To: Members of the Royal Berkshire Fire Authority:**

Councillor George Blundell	Councillor Billy Drummond
Councillor Dilbagh Parmar	Councillor Rachelle Shepherd-DuBey
Councillor Andy NG Siu-hong	Councillor Peter Frewer
Councillor Zafar Satti	Councillor Paul Gittings
Councillor Mohammed Nazir	Councillor Wendy Griffith
Councillor Greg Bello	Councillor Dave McElroy
Councillor Dennis Benneyworth	Councillor Owen Jeffery
Councillor Tina McKenzie-Boyle	Councillor Wayne Smith
Councillor Jeff Brooks	Councillor Simon Werner
Councillor Tricia Brown	Councillor Neil Knowles

**Copy to: Senior Leadership Team (SLT), Royal Berkshire Fire and Rescue Service**

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Newsham Court  
Pincent's Kiln  
Calcot  
Reading, Berkshire RG31 7SD

## **AGENDA**

**1. Apologies for Absence**

**2. Declarations of Interest**

Purpose:

To receive declarations of interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Fire Authority's Local Code of Conduct, and any from Officers.

**3. Petitions and Questions from the Public under Standing Orders 19 and 25**

Purpose:

To receive any questions from members of the public, in accordance with Standing Orders 19 and 25.

**4. Issues arising from the Audit and Governance Committee**

Recommendation:

That it be noted that no reports have been referred by the Audit and Governance Committee.

**5. Questions from Members under Standing Order 30**

Purpose:

To receive any questions from Members under Standing Order 30.

**6. Notices of Motion under Standing Order 44**

Purpose:

To receive any notices of Motion under Standing Order 44.

**7. Recommendations of Committees**

Recommendation:

That it be noted no recommendations received from Committees.

**8. Appointment to Committee (Pages 5 - 8)**

Purpose:

To appoint nomination received from Group Leaders onto Management Committee.

**9. Forward Plan (Pages 9 - 10)**

Recommendation:

That the Forward Plan be noted.

**10. Minutes of the Standing Committees**

Recommendation:

To note Minutes of recent meetings were published on RBFRS website  
<http://www.rbfrs.co.uk/about-us/fire-authority/fire-authority-meetings/>

**11. Date of the next Meeting**

Monday 23 February 2026, 6.30pm at RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD.

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**ROYAL BERKSHIRE FIRE AUTHORITY REPORT**



<b>COMMITTEE</b>	<b>EXTRAORDINARY FIRE AUTHORITY</b>
<b>DATE OF MEETING</b>	<b>10 DECEMBER 2025</b>
<b>SUBJECT</b>	<b>APPOINTMENT TO COMMITTEE</b>
<b>LEAD OFFICER</b>	<b>GRAHAM BRITTEN, MONITORING OFFICER</b>
<b>LEAD MEMBER</b>	<b>N/A</b>
<b>EXEMPT INFORMATION</b>	<b>NONE</b>
<b>ACTION</b>	<b>FOR DECISION</b>

**1. EXECUTIVE SUMMARY**

- 1.1 Since the annual meeting on 30 June 2025, a change to Authority nominations have been made Windsor and Maidenhead (RBWM) following the departure of Councillor Helen Taylor.
- 1.2 This report is for Members to welcome the Member appointment from RBWM, Councillor Neil Knowles, and appoint him onto the Management Committee listed in Table 1.

**2. RECOMMENDATION**

That the Authority:

- 2.1 **APPOINT** ungrouped Member Councillor Knowles (Independent) onto Management Committee;
- 2.2 **NOTE** Councillor Taylor stepped down from the Authority and her membership ended on 30 November 2025.

**3. REPORT**

- 3.1 Since the Authority Annual Meeting on 30 June 2025, Councillor Taylor has stepped down from the Fire Authority. This report is recommending the Authority to appoint the new Member onto the Management Committee.
- 3.2 Councillor Knowles has been appointed by RBWM to replace Helen Taylor.

## Agenda Item 8

- 3.3 Table 1 shows the Authority members with the addition of Councillor Knowles, in the place of Councillor Taylor.

**Table 1**

Audit and Governance Committee (9 seats)	<ol style="list-style-type: none"><li>1. (Lib Dem) <b>Councillor Mohammed Nazir</b></li><li>2. (Lib Dem) <b>Councillor NG Siu-hong</b></li><li>3. (Lib Dem) <b>Councillor Owen Jeffery</b></li><li>4. (Lib Dem) <b>Councillor Billy Drummond</b></li><li>5. (Lab) <b>Councillor Greg Bello</b></li><li>6. (Lab) <b>Councillor Tricia Brown</b></li><li>7. (Lab) <b>Councillor Dilbagh Parmar</b></li><li>8. (Con) <b>Councillor Dennis Benneyworth</b></li><li>9. (Con) <b>Councillor Zafar Satti</b></li></ol>
Management Committee (11 seats)	<ol style="list-style-type: none"><li>1. (Lib Dem) <b>Councillor Jeff Brooks</b></li><li>2. (Lib Dem) <b>Councillor George Blundell</b></li><li>3. (Lib Dem) <b>Councillor Rachelle Shepherd-DuBey</b></li><li>4. (Lib Dem) <b>Councillor Simon Werner</b></li><li>5. (Lab) <b>Councillor Paul Gittings</b></li><li>6. (Lab) <b>Councillor Wendy Griffith</b></li><li>7. (Lab) <b>Councillor Peter Frewer</b></li><li>8. (Con) <b>Councillor Tina McKenzie-Boyle</b></li><li>9. (Con) <b>Councillor Wayne Smith</b></li><li>10. (Green) <b>Councillor Dave McElroy</b></li><li>11. (Independent) <b>Councillor Neil Knowles</b></li></ol>

- 3.4 At RBWM it is delegated to its Deputy Director of Law and Governance, in consultation with its Group Leaders, the power to fill in year vacancies without needing to go back to full Council for approval. As the decision was delegated to officers, an Officer Decision Notice was completed confirming the decision which has been taken.

#### **4. CONTRIBUTION TO STRATEGIC COMMITMENTS**

- 4.1 Not applicable.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 The Authority's Scheme of Allowances provides that 'MA6. Where a Member's term of office does not extend throughout a complete year, the amount payable

shall be pro rata to the number of days during which his/her term of office subsists.'.

**6. LEGAL IMPLICATIONS**

- 6.1 The function of deciding the political balance of committees and making appointments to them is reserved to the full Authority.

**7. EQUALITY AND DIVERSITY IMPLICATIONS**

- 7.1 None.

**8. RISK IMPLICATIONS**

- 8.1 None.

**9. SUSTAINABILITY IMPLICATIONS**

- 9.1 None

**10. CONSISTENCY WITH DUTY TO COLLABORATE**

- 10.1 Not applicable.

**11. PRINCIPAL CONSULTATION**

- 11.1 Monitoring Officer.

**12. BACKGROUND PAPERS**

- 12.1 [Appointment of Councillor Knowles to the Royal Berkshire Fire Authority](#)

- 12.2 [Members' Scheme of Allowances](#)

**13. APPENDICES**

- 13.1 None

**14. CONTACT DETAILS**

- 14.1 Michaela Smith, Democratic Services Officer, 07799 287706

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ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	LEAD MEMBER	PART I / II
Statement of Assurance 2024/25	A&GC	26.01.26	Quarterly	Note and Recommend	HCS	N/A	Part I
Pay Policy Statement	A&GC	26.01.26	Annual	Note and Recommend	HHR&L&D	N/A	Part I
Internal and External Audit report	A&GC	26.01.26	Quarterly	Note	HF&P	N/A	Part I
Q2 Performance Report	A&GC	26.01.26	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Scheme of Member Allowances Annual Review	Management Committee	10.02.26	Annual	Note and recommend	MO	N/A	Part I
Property Asset Management Strategy 2026 - 2030	Management Committee	10.02.26	Ad-hoc	Agree	HoA	N/A	Part I
Solar PV Project Stage 2	Management Committee	10.02.26	Ad-hoc	Agree	HoA	N/A	Part I
Annual Budget 25/26, Medium Term Financial Plan, SAIF and TVFCS Budget	Management Committee	10.02.26	Annual	Note and recommend	HF&P	Finance Lead	Part I
Budget Monitoring Q3	Management Committee	10.02.26	Annual	Note	HF&P	Budget and Income Generation Lead	Part I
CRMP Priority Programmes	Management Committee	10.02.26	Every meeting	Note	HCS	CRMP Lead	Part I
Appliance Availability Q3	Management Committee	10.02.26	Quarterly	Note	AM (R&R)	N/A	Part I
Scheme of Member Allowances Annual Review	Fire Authority	23.02.26	Annual	Decision	MO	N/A	Part I
Annual Budget 25/26, Medium Term Financial Plan & Strategic Asset Investment Framework and TVFCS Budget	Fire Authority	23.02.26	Annual	Decision	HF&P	Finance Lead	Part I
Pay Policy Statement	Fire Authority	23.02.26	Annual	Decision	HHR&L&D	N/A	Part I
Internal Audit Report	A&GC	16.03.26	Quarterly	Note	HF&P	N/A	Part I
External Audit Report	A&GC	16.03.26	Quarterly	Note	HF&P	N/A	Part I
Annual Report on Members Development	A&GC	16.03.26	Annual	Note and Recommend	HCS	N/A	Part I
Annual report on Governance / Members attendance and allowances	A&GC	16.03.26	Annual	Note and Recommend	HCS	A&GC Chairman	Part I
Quarter 3 Performance Report	A&GC	16.03.26	Quarterly	Note	Data, Performance and Risk Manager	N/A	Part I
Members Code of Conduct Consultation	A&GC	16.03.26	Every four years	Decision	MO	N/A	Part I
CRMP Priority Programmes	Management Committee	16.04.26	Every meeting	Note	HCS	CRMP Lead	Part I
Corporate Calendar 2025/26	Fire Authority	30.04.26	Annual	Decision	HCS	N/A	Part I
Lead Member and Champion Annual Reports	Fire Authority	30.04.26	Annual	Note	Lead Officers	Lead Members	Part I
Annual Plan	Fire Authority	30.04.26	Annual	Decision	HCS	N/A	Part I

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