

Company number: 05747142

Charity number: 1125610

Companies Act 2006

Notice of Annual General Meeting of English PEN (“the Charity”)

This is notice that an annual general meeting of the members of the Charity will be held on Thursday 8 December 2022 at 6.00pm.

Date: Thursday 8 December 2022

Time: 6.00-7.30pm

Venue: Society of Authors, 24 Bedford Row, London, WC1R 4EH and via video conference.

Please note that in order to attend, you must register in advance at: bit.ly/penagm22

Please RSVP by **11.59pm** on **Tuesday 29 November** if you wish to attend in person.

The business of the meeting will be to:

1. Receive and consider the Annual Report and Audited Accounts for 2021-22
2. Receive and consider an update from the board on matters arising out of the Annual General Meeting held in 2021
3. Appoint the auditors Knox Cropper, Chartered Accountants
4. Delegate authority to the trustees to fix the remuneration of the auditors on an ongoing basis until this authority is revoked by further members’ ordinary resolution
5. Ratify trustees re-appointed by the board

The date of this notice is: 15 November 2022

By order of the Chair of the Board

Ruth Borthwick, Chair, English PEN

The registered office of the Charity is: 24 Bedford Row, London. WC1R 4EH.

Note: A member of the Charity who is entitled to attend and vote at this meeting is entitled to appoint a proxy, who need not be a member of the Charity, to attend and vote instead of him, her or them. Members

intending to appoint a proxy must return the form either (a) scanned and emailed to agm@englishpen.org or by post to English PEN, 24 Bedford Row, London WC1R 4EH office no later than **9am on Monday 5 December 2022**. Full details can be found on the form.

If you have any queries please contact Eleanor Antoniou, Administrative Assistant: agm@englishpen.org