



**English PEN**  
**102<sup>nd</sup> Annual General Meeting**

**Thursday 7 December 2023, 6.00-7.00pm**  
**Online**

**AGENDA**

<b>Item</b>	<b>Lead</b>	<b>Time</b>
1 Apologies	RB	2 mins
2 In memoriam	RB	3 mins
3 Minutes of the 101 <sup>st</sup> AGM of English PEN	RB	5 mins
i) Accuracy		
ii) Matters arising		
4 To receive and consider the Annual Report and Audited Accounts 2022-23		
i) Chair's Report	RB	5 mins
ii) Treasurer's Report	JS	5 mins
iii) Director's Report	DG	3 mins
iv) Activity Reports		
A. Events	ZS	3 mins
B. Writers in Translation	WF	3 mins
C. Writers at Risk	CL	3 mins
D. UK Campaigns	DN	3 mins
E. Communications	SE	3 mins
F. Membership	SE	3 mins
5 Re-appoint the auditors Knox Cropper	RB	2 mins
6 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	RB	2 mins
7 Election and re-election of trustees to the Board of English PEN	RB	5 mins
8 Any other business	RB	5mins
9 Questions from members	DG	10 mins