



English PEN
103rd Annual General Meeting

Thursday 5 December 2024, 6.00-7.00pm
Online

AGENDA

Item	Lead	Time
1 Apologies	RB	2 mins
2 Minutes of the 102 nd AGM of English PEN	RB	5 mins
i) Accuracy		
ii) Matters arising		
3 To receive and consider the Annual Report and Audited Accounts 2023-24		
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. Literature Programmes	WF	3 mins
B. Campaigns	CL	3 mins
C. Communications and Membership	SE	3 mins
4 Re-appoint the auditors Knox Cropper	RB	2 mins
5 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
6 Election and re-election of trustees to the Board of English PEN	RB	5 mins
7 Any other business	RB	5 mins
8 Questions from members	DG	10 mins