



English PEN
104th Annual General Meeting

Thursday 4 December 2025, 6.00-7.00pm
Online

AGENDA

Item	Lead	Time
1 Apologies	RB	2 mins
2 In Memoriam	RB	3 mins
3 Minutes of the 103 rd AGM of English PEN	RB	5 mins
i) Accuracy		
ii) Matters arising		
4 To receive and consider the Annual Report and Audited Accounts 2024-25		
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
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 Re-election of trustees to the Board of English PEN	RB	5 mins
8 Any other business	RB	5 mins
9 Questions from members	DG	10 mins