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 3 December 2026 at 6.00-7.00pm.

Date: Thursday 3 December 2026

Time: 6.00-7.00pm

Location: Online via Zoom

Please note that in order to attend, you must register in advance.

The business of the meeting will be to:

1. Receive and consider the Annual Report and Audited Accounts for 2025-26
2. Receive and consider an update from the board on matters arising out of the Annual General Meeting held in 2025
3. Re-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 appointed or re-appointed by the board
6. Ratify the appointments of the Chair and Vice Chair to the board

The date of this notice is: 13 November 2026

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 them. Members intending to appoint a proxy must return the form either (a) emailed to **agm@englishpen.org** or (b) by post to English PEN, 24 Bedford Row, London WC1R 4EH, to be received by the Charity no later than **10am on Thursday 3 December 2026.** Full details can be found on the form.

If you have any queries please contact Miles McKenzie, Operations Manager: **agm@englishpen.org**.