[*Company name*] Limited

**MINUTES OF A MEETING OF THE DIRECTORS**

Held at: [***Your address***]

On: [***Date***]

 At:  [***Time***]

Present:   [***Directors’ names***]

IT WAS RESOLVED THAT due to the ongoing COVID-19 (Coronavirus) pandemic and its impact upon the company’s business:

[***Name of director(s)]*** would be furloughed under the Government Job Retention Scheme (“the Scheme”) with effect from [*insert start date*].

The Board considers that [Name of director(s)] is able to continue to meet the requirements of the Companies Act 2006 with regards to directors duties without breaching the conditions of the Scheme but will continue to review the position during the furlough period.

The furlough period would last until such a date as to be determined by the Board.

[***Name of director(s)]*** would not be required to work until further notice, other than to do what is necessary to fulfil their statutory duties as director(s) under the Companies Act, but would continue to be paid as normal.

…………………………….

[***name of chair of meeting]***

Chairman