**TEMPLATE**

[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, this cannot be before 1 March 2020].

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 a minimum of 3 weeks and end on such date as to be determined by the Board but no later than 30 June 2020 unless this date is extended by the government.

[Name of director\*\*] 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 / would receive 80% of their normal pay / would receive pay of £2,500\*\*\* per month.]\*

…………………………….

[name of chair of meeting]

Chairman

|  |
| --- |
| **Notes for completion - DELETE BEFORE SIGNING**\*Delete as appropriate.\*\* If there are different arrangements per director this paragraph should be duplicated and completed accordingly. \*\*\*Only use the £2,500 per month option where directors earnings are such that 80% of their normal gross pay is more than £2,500 per month. For example, someone earning £3,500 per month would be due £2,800 at 80% but this is reduced by the cap to £2,500. |