**[Company Name Here Ltd] (the “Company”)**

**Company number [123456789]**

Minutes of a meeting of the board of directors of the Company held at [address here] on [enter date] at [enter time].

|  |  |  |
| --- | --- | --- |
| PRESENT: | NAME | POSITION |
|  | [Enter Name] | Director and Chairperson |
|  | [Enter Name] | [Director] |
|  | [Enter Name] | [Director / Secretary] |
| [IN ATTENDANCE:] | [Enter Name] |  |
| [APOLOGIES FOR ABSENCE RECEIVED FROM:] | [Enter Name] | [Director] |

1. NOTICE AND QUORUM

The chairman reported that sufficient notice of the meeting had been duly given and that a quorum was present. The chairman declared that the meeting was open.

2. DECLARATIONS OF INTEREST

Each director present at the meeting confirmed that they did not have any direct or indirect interest in the proposed arrangements that were to be considered at the meeting which they were required to disclose by section 177 of the Companies Act 2006 and the Company’s articles of association.

3. RESOLUTION

WITH a view to reviewing the Company’s current financial position and the business disruption caused by the pandemic COVID-19 it was RESOLVED the following directors will be furloughed, and that they will be notified as such in writing:

1. [Enter Name]
2. [Enter Name]

4. CLOSE

There was no further business and therefore the chairperson declared that the meeting was closed.

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Chairperson