

<<C
(Company nu
TED
tration No.>>)

[Minutes of a meeting of the b
<<Company Name>>Limited
<<Date>>at<<Time>>.
resolutions of thesole director]of
held at <<Location>> on

| PRESENT: | NAME | POSITION |
|--|------------|-----------------------|
| | <<Name>> | Director |
| | [<<Name>>] | [Director] |
| | [<<Name>>] | [Director][Secretary] |
| [IN ATTENDANCE:] | | |
| | | |
| | | |
| [APOLOGIES FOR ABSENCE RECEIVED FROM:] | | |

[1. CHAIRMAN

It was resolved that <<Name>> chairman of the Company and
<<Name>> took the chair of the m

[2. NOTICE AND QUORUM

The chairman reported that suffic
quorum was present. The chairma
g had been duly given and that a
ng was open.]

[3. DECLARATIONS OF INTERES

[Eachdirector present at the meet
have any] direct or indirect interes
at the meeting which they were n
2006 and the Company's articles o
ry]OR[confirmed that they did not
ements that were to be considered
ection 177 of the Companies Act

4. BUSINESS OF THE MEETING

It was noted that due to the ong
hadextended the Coronavirus Job
to 30 April 2021 including those
Retention Scheme (the Scheme)o
D-19) pandemic, the Government
(Scheme) from 1 November 2020
relating to the Coronavirus Job
ct from 1st July 2020.

¹Paragraphs 1 to 3 and 7 are not requ
be a meeting.
s one director because there will not

S

The rules of the extension continue to apply to those directors who return to work or continue to work under the Coronavirus Job Retention Scheme for the hours they are not working.

From 1 October 2020, furloughed workers to whom the extension applies whose most recent salary is topped up by the Coronavirus Job Retention Scheme known as "flexible furlough".

As a result of <<state reason e.g. the current economic situation in the place etc>>, the Company is in a position for certain directors to [reconsider] their position on reduced hours with effect from << insert date>>.

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5. DOCUMENTS [PRODUCED TO THE DIRECTOR]

[CONSIDERED BY THE SOLE DIRECTOR]

The following documents were [presented to] the Director [considered]:

[presented to] the Director [considered]:

<< Name(s) of directors to return to work >>

<< Name(s) of directors to return to work >>

<< Terms on which relevant directors are to return to work >>

<< Terms on which relevant directors are to return to work >>

<< Draft form of flexible furlough letter to be issued to relevant director(s) >>

<< Draft form of flexible furlough letter to be issued to relevant director(s) >>

6. RESOLUTIONS

After consideration of the matters set out above, the Director WAS RESOLVED THAT:

That, under section 172(1) of the Companies Act 2006, IT IS RESOLVED THAT:

The Company considers that it is in the best interests of the Company to take advantage of the extension to the flexible furlough scheme in relation to the relevant directors.

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It was considered that << Name(s) of relevant director(s) >> [is/are] able to continue to meet the requirements of the Companies Act 2006 with regards to directors' duties without breaching the conditions of the flexible furlough period. The Company will continue to review the position during the flexible furlough period.

It was considered that << Name(s) of relevant director(s) >> [is/are] able to continue to meet the requirements of the Companies Act 2006 with regards to directors' duties without breaching the conditions of the flexible furlough period. The Company will continue to review the position during the flexible furlough period.

The Company further directed that a flexible furlough letter be issued immediately to the relevant director(s) to confirm their agreement to the [continuation of the flexible furlough arrangement].

The Company further directed that a flexible furlough letter be issued immediately to the relevant director(s) to confirm their agreement to the [continuation of the flexible furlough arrangement].

[7. CLOSE

There was no further business and the meeting was closed.]

There was no further business and the meeting was closed.]

.....
[Chairman] OR [Sole Director]

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