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|   | COMPANY NAME LIMITEDCompany number: Company registration numberRegistered office address:  Address line 1, Address line 2, Town, County, Postcode |   |

 **MINUTES OF MEETING OF THE DIRECTORS**

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| **Date held:** |   | Date |
|   |   |   |
| **Held at:** |   | Address line 1 |
|   |   | Address line 2 |
|   |   | Town |
|   |   | County |
|   |   | Postcode |
|   |   |   |
| **Present:** |   | Officer Name 1 (Director) |
|   |   | Officer Name 2 (Director) |
|   |   | Officer Name 3 (Director) |

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| **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. |

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| **2.  DECLARATION OF INTEREST** |
| Pursuant to section 177 of the Companies Act 2006, each director in attendance declared the nature and extent of their interest in the proposed business to be considered at the meeting. It was noted that having duly disclosed any interest, all the directors were permitted by the Company's articles of association to consider and vote upon the business to be transacted by the meeting. |

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| **3. FURLOUGH OF COMPANY DIRECTORS** |
| It was noted that the Company was eligible to participate in the Coronavirus Job Retention Scheme, including the facility to furlough salaried directors of the Company. In doing so, the Company could apply for a Government grant in respect of each furloughed director for the lower of: |
|   |
| * 80% of the furloughed director’s salary; and
* £2,500 per month in respect of the furloughed director.
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|   |
| It was further noted that, once a director had been furloughed in this way, that director would not be able to work in the business beyond what was required for them to comply with their statutory duties as a director. |
| The chairman reported that, in the context of the impact of the Coronavirus on the business of the Company, the purpose of the meeting was to consider and, if deemed appropriate, approve the furlough of Director #1 and Director #2, being [a] salaried director[s] of the Company, for such period of time as set out in the respective Furlough Notice[s] or such longer or shorter period of time as may be agreed from time to time with the relevant furloughed director[s]. |

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| **4. DOCUMENTS PRESENTED TO THE MEETING** |
| Draft written notice to be issued to each of the furloughed director[s] was presented to the meeting, detailing the proposed terms on which the furlough is to be undertaken (‘the Furlough Notice[s]’). |

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| **5. RESOLUTIONS** |
| Following due consideration, including with regard to the matters referred to in section 172(1) of the Companies Act 2016, IT WAS RESOLVED: |
| * That, in the current circumstances, furloughing Director #1 and Director #2 would serve to promote the success of the Company for the benefits of its members as a whole;
* That the form of the Furlough Notice[s] presented be approved, that the chairperson be entitled to sign the same and that the signed Furlough Notice[s] then be issued to the relevant director[s] of the company; and
* That any director be entitled to take any and all such action as was required to obtain the Government grants under the Coronavirus Job Retention Scheme in respect of the furloughed director[s].
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| **6. CLOSE** |
| There being no further business the meeting was closed. |

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| Signed: |   |   |

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| Dated: |   |   |