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

[Minutes of a meeting of the boat <<Company Name>> Limited (t <<Time>>.

PRESENT:	1
	•
	I
[IN ATTENDANCE:]	
[APOLOGIES FOR ABSENCE RECEIVED FROM:]	

POSITION Director [Director] [Director] [Secretary]

[1. CHAIRMAN

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

[2. NOTICE AND QUORUM

The chairman reported that suffic quorum was present. The chairma

[3. DECLARATIONS OF INTERES

[Each director present at the meet have any] direct or indirect interes at the meeting which they were r 2006 and the Company's articles of

4. BUSINESS OF THE MEETING

It was noted that the coronavirus Company's business. It was furth their duties and responsibilities w directors noted that their duty to chairman of the Company and

esolutions of the sole director] of

<<Location>> on <<Date>> at

g had been duly given and that aing was open.

y] OR [confirmed that they did not ements that were to be considered ection 177 of the Companies Act

has had a serious impact on the ors of the Company are aware of otwithstanding the pandemic. The er, in good faith, will promote the

as one director because there will not

1

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¹ Paragraphs 1 to 3 and 7 are not requibe a meeting.

success of the Company for beneand different issues as a result of the directors should document the decisions to steer the Company the

5. DOCUMENTS [PRODUCED] DIRECTOR]

The following documents were [pre

<<List any relevant documents>>

6. RESOLUTIONS

In light of COVID-19 and after con Companies Act 2006, IT WAS R would specifically consider:

- The Company's supply ch caused by COVID-19.
- The Company's financial ir (and possible long-term) in
- Taking any loans and/or G economic disruption.
- The Company's insurance effects of COVID-19.
- The Company's employee the Company proposes to the
- Implementing safe working
- <<Insert any other specific order to comply with their or

It was further resolved that the dir in ensuring compliance with the aftermath.

[7. CLOSE

There was no further business a closed.]

[Chairman] OR [Sole Director]

nole, may mean considering more mpany has therefore decided that and will consider in making their its aftermath.

[CONSIDERED BY THE SOLE

R [considered]:

referred to in section 172(1) of the king their decisions, the directors

ntracts to mitigate the uncertainty

position to monitor the immediate nv.

ay help the Company through the

e scope of cover considering the

ghed employees and what action

eturn to work when permitted.

the directors wish to document in

t, proactive, and engaged manner he COVID-19 pandemic and its

an declared that the meeting was

