
CJRS - EXAMPLE BOARD MEETING MINUTE TO FURLOUGH DIRECTORS AND/OR STAFF OUTLINING REASONING

Written 18 April 2020, Updated 18 June 2020

Please note: Any CJRS Furlough claim may be subject to HMRC retrospective audit and therefore it makes sense to note the date and reasons for the Furlough decision. We appreciate that it will be obvious for some businesses (Government orders closure) but for some businesses especially Director / Shareholder businesses it is prudent to note details. This will also serve as evidence of the date of the decision.

Please feel free to edit or to send to clients as you see fit.

BOARD MEETING MINUTES

Name of Company or LLP or business:

Company Registration number:

Date:

Present:

The Director(s) met to discuss the Corona Covid-19 Pandemic and the effect of the Government Actions regarding restrictions on movement and closure of workplaces.

The Director(s) note that the business continues to be unable to trade / has reduced or restricted trade / severe decline in turnover / supply chain broken / employee(s) unable to travel to work / work inside etc.

With the partial removal of the lock down the business is trading at reduced levels and will therefore furlough the following employees from 1 July, AND/OR The business has still not recovered fully and will offer flexible part time working to certain employees as appropriate until the situation improves.

(edit as applicable)

From the 1 July 2020 (as applicable) the business will furlough the following Directors and employees as per The Corona Virus Job Retention Scheme and agree flexible working arrangements with the remaining employees per the attached list.

(See list attached to this Board Minute or detail name and employee reference number below)

Signed: Secretary /Chairman of the Board / Director (as applicable)

Date: