

THE APPLICATION FORM

Name of Group Applying	Multiple Sclerosis Society South Devon Group
Contact Details for this Application	
Name	Suzanne Raphael
Position in the Group	Group Co-Coordinator
Contact Address (Including Post Code)	1 Newton Abbot
Telephone	
Email	
Are you a registered charity?	Yes
If so, please provide your charity number	1139257 (NB Groups are not funded by the charity)
It is not essential to be a registered charity to get a grant under this scheme	
Tell us about your group, what does it do?	
MS Society Groups are self-funded and managed. The MS Society provides training, support and governance to all the volunteers. The South Devon Group is made up of 10 volunteers in various support, events, and fund-raising roles. Funds are raised by the volunteers by applying for grants, store collections and running stalls at events e.g. Party in the Park. Multiple sclerosis (MS) is usually diagnosed in mid-life and is a progressive, degenerative, neurological condition with no known cure. The South Devon Group provides exercise classes led by an Exercise Specialist from the NHS Neuro Physiotherapy team, open to anyone in the area affected by MS. The classes are run weekly in Newton Abbot and Paignton with an online class available for those who cannot attend. The attendees are predominantly over 65 with varying levels of disability. The class attendees benefit from appropriate exercises, the enjoyment of being with their peers and the knowledge that they are being supervised by NHS staff who have links with their individual care providers. Exercise has been proven to help maintain physical function and provides social engagement alleviating social isolation. The exercise classes are the core of the Group's engagement, but the Group also runs free bi-monthly Information Events at Newton's Place open to anyone with an interest in MS. Open Cafe	

meetings to augment social inclusion and worth are held in Newton Abbot and Torquay. The Group sponsors a Citizens Advice Bureau specialist in benefits, housing, health, employment and social care and runs a local telephone help line answered by trained volunteers. The Group publishes a newsletter three times a year, mailed or emailed to anyone who registers an interest.

Does your project/organisation have a social media/website presence?

(Please provide details)

www.mssociety.org.uk/support-and-community/near-me/south-devon-group

How will you publicise the Newton Abbot Town Council grant?

(Please note it is mandatory as part of the grant award conditions, to supply all press releases concerning the grant to Newton Abbot Town Council for us to share on our social media platforms).

The group would publish the grant in its local newsletter and would offer an article to local newspapers including whatever publicity material/ photographs can be agreed with the council.

How will you spend the funds? How will it benefit the people of Newton Abbot?

The funds would be spent contributing to the extension of the service level agreements with the Neuro Physiotherapists who run the exercise classes and the associated venue hires and the Citizens Advice Bureau specialist assisting anyone affected by MS with benefit, employment, housing, health and social care issues.

Sustainability Plan

Tell us how the project will continue once the grant has been spent.

The Group volunteers are continually working on raising funds which will augment then then replace the grant otherwise the Group's activities would have to be wound down.

Safeguarding

Where appropriate please provide us with a copy of the project/organisation's safeguarding policy with reference to children and vulnerable adults.

Please see mandated policy:

www.mssociety.org.uk/support-and-community/ms-helpline-support-services/safeguarding-adults-and-children-risk-harm

Please give estimated dates for	
Project start?	Start contiguous with existing funds
Project end?	End exhaustion of grant, probably 3 months from start.
How much will the project cost?	£17200
How much is your grant request?	£3,000
How will you raise the rest?	Continuous grant requests, store collections and attending local events.
Will the project receive match funding – please provide details	No
What other grants have been given or refused for the same project?	Grants given from: The Albert Hunt Trust (2026), Rotary Newton Abbot (2026), The Claire Milne Trust (2025), National Lottery Community Fund (2024). Grants refused by: The McCarthy Stone Foundation, The Edward Gosling Foundation, The Constance Travis Charitable Trust.

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Please provide projected income and expenditure with a breakdown of the costs involved in your project.

Income

No predictable income

Expenditure £

Newsletter printing	450
Newsletter postage	225
Neuro Physiotherapists	6400
Newton Abbot venue hire	735
Paignton venue hire	980
Information events	625
CAB advisor	7000
Stall Hire & prizes	300
Volunteer Expenses	350

Please provide the following information from your latest accounts	
Total income	£21478
Total expenditure	£18368
Annual profit or loss	£3109
Total unrestricted funds in your bank <i>(This is money that is not earmarked for a special purpose, and which you are free to spend as you choose).</i>	£16000
YOU MUST SEND US A COPY OF YOUR LAST ACCOUNTS AND YOUR CONSTITUTION	
Bank Account Details	
Account Name	Multiple Sclerosis Society South Devon Group
Sort Code	
Account Number	
Bank Name	Barclays Bank
Bank Address	1 Churchill Place London E14 5HP
How many signatories are required to authorise payments?	2

Does your group meet all legal requirements for this project (e.g., Public Liability, insurance, Protection of Children and Vulnerable Adults etc.)	YES
Second Contact for this Application	<i>This is someone in your organisation who we can contact if we want to check the information given</i>
Name	Jane Camp
Position in the Group	Group Co-Coordinator
Contact Address (Including Post Code)	Newton Abbot Devon
Telephone	
Email	
Declaration.	
I confirm that to the best of my knowledge and belief, the information in this application form is true and correct. I understand that a request may be made for additional information at any stage of the application process. By completing this form, the signatories hereto agree to this information being retained in accordance with the provisions of the Data Protection Act and for that information to be printed in official council publications and forwarded to other agencies as necessary to facilitate this application for grant aid but for no other purpose.	
Signed	Date 23rd September 2026

If you need any help in completing this form, please telephone the
Deputy Town Clerk & RFO on 01626 201120
or via email: sam.scott@newtonabbot-tc.gov.uk

Receipts and Payments Report

	Actual One Month Dec 2025	Actual Year To Date Dec 2025	Budget Year	Budget Dec 2025	Budget Year to Dec 2025	Budget Variance YTD
Receipts						
Branch fundraising events (non trading)	166.17	1532.37	0.00	0.00	0.00	1532.37
Donations-store-street-static boxes	265.89	646.84	0.00	0.00	0.00	646.84
I01 General Donations	589.50	8341.35	0.00	0.00	0.00	8341.35
I11 Grants	0.00	10000.00	0.00	0.00	0.00	10000.00
I12 Interest Received	20.31	237.83	0.00	0.00	0.00	237.83
I15 Sales of goods, purchased for resale	0.00	720.00	0.00	0.00	0.00	720.00
Total Receipts	1041.87	21478.39	0.00	0.00	0.00	21478.39
Payments						
E11 Fundraising expenses	0.00	361.48	0.00	0.00	0.00	-361.48
E17 Printing & Stationery	0.00	507.80	0.00	0.00	0.00	-507.80
E18 Postage	0.00	210.00	0.00	0.00	0.00	-210.00
E2 Socials and Outings	618.00	964.00	0.00	0.00	0.00	-964.00
E28 Other costs	2366.56	16325.47	0.00	0.00	0.00	-16325.47
Total Payments	2984.56	18368.75	0.00	0.00	0.00	-18368.75
Net surplus/deficit	-1942.69	3109.64				

Balance at the Bank per statement

Account Name

Statement Balance

Current Account

33474.84



Please refer to
[www.mssociety.org.uk/
about-us/how-we-are-run/](http://www.mssociety.org.uk/about-us/how-we-are-run/)
our constitution - operating - policies
- and - annual - reports

[Donate](#)

Our constitution, operating policies and annual reports

Full details online
overleaf: Articles of Association (pp 1-4)
Rules and Standard operating procedures (pp 1-2)

< [How we are run](#)

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Find out how we operate and report on our progress.

Download our constitution and operating policies

- [Articles of Association \(constitution\) PDF, 232 KB](#)

- [Rules and standard operating procedures PDF, 254 KB](#)
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**THE COMPANIES ACT 2006
COMPANY LIMITED BY GUARANTEE
NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION
OF
MULTIPLE SCLEROSIS SOCIETY**

**Date of Incorporation: 25 November 2010
Company Number: 07451571
Charity Number: 1139257
[As adopted by Special Resolution dated: 05
December 2020 and amended by Special
Resolution on 7 December 2022 and by
Special Resolution on 11 December 2025]**

**COMPANIES ACT 2006
COMPANY LIMITED BY GUARANTEE
NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION

- of -

MULTIPLE SCLEROSIS SOCIETY**

DEFINITIONS AND INTERPRETATION

1 Definitions and interpretation

1.1 In these Articles the following words and phrases shall have the following meanings unless the context otherwise requires:

Act	means the Companies Act 2006 including any statutory modification or re-enactment thereof for the time being in force;
Articles	means these Articles of Association;
Charities Act	means the Charities Act 2011 including any statutory modification, consolidation or re-enactment thereof for the time being in force;
Charity	means the Multiple Sclerosis Society;
Charity Commission	means the Charity Commission for England and Wales;
clear days	in relation to a period of notice means a period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
Director	means a director of the Charity and includes any person occupying the position of director, by whatever name called. The Directors are charity trustees as defined in the Charities Act;
document	includes, unless otherwise specified, any document sent or supplied in electronic form;
Electorate	means such individuals who have opted in to participate in the electorate group which shall appoint the Elected Directors, in accordance with such rules and procedures as set down by the Charity;
electronic form	includes electronic means (for example, e-mail or fax) or any other means while in electronic form (for example, sending a disk through the post);
financial benefit	means a benefit which is either money or has monetary value;
Financial Expert	means a person who is reasonably believed by the Directors to be qualified to give advice in relation to investments by reason of their ability in and practical experience of financial and other matters relating to investments;
Member	means a person who is admitted to membership in accordance with the Articles and is deemed a member of the Charity for the purposes of the Act;
Model Articles	means the model articles for private companies limited by guarantee contained in Schedule 2 of the Companies (Model Articles) Regulations 2008 (SI 2008/3229)
National Council	means a council or committee established by the Board in the nations of the United Kingdom;

CHARITY DETAILS

2 Name

The name of the Charity is the Multiple Sclerosis Society.

3 Registered office

The registered office of the Charity is to be situated in England and Wales.

OBJECTS AND POWERS

4 Objects

The Charity's objects are restricted specifically to the following:

- 4.1 To support and relieve people affected by multiple sclerosis;
- 4.2 To encourage people affected by multiple sclerosis to attain their full potential as members of society by improving their conditions of life.
- 4.3 To promote research into multiple sclerosis and allied conditions and to publish the results.

5 Powers

The Charity has power to do anything which is calculated to further the Objects, or any of them, or is conducive or incidental to doing so. In particular, and without limiting the foregoing, the Charity's powers include power:

- 5.1 to accept or disclaim any gift or transfer of money or any other property whether or not subject to any special trust;
- 5.2 to raise funds, provided that in doing so the Charity shall not undertake any substantial permanent taxable trading and shall comply with any relevant statutory regulations;
- 5.3 to purchase or form trading companies alone or jointly with others;
- 5.4 to buy, take on lease or exchange, hire or otherwise acquire and hold any real or personal estate;
- 5.5 to maintain, alter or equip for use any real or personal estate;
- 5.6 to erect, maintain, improve, or alter any buildings in which the Charity for the time being has an interest;
- 5.7 subject to such consents as may be required by law to sell, lease or otherwise dispose of all or any part of the real or personal estate belonging to the Charity;
- 5.8 subject to such consents as may be required by law to borrow or raise money and to give security for loans, grants or other obligations;

Objects	the objects of the Charity as set out in Article 4;
Ordinary Resolution	means a resolution (of the Members) that is passed: (i) if a written resolution, by Members representing a simple majority of the total voting rights of eligible Members; (ii) on a show of hands at a meeting, by a simple majority of the votes cast by those entitled to vote; (iii) on a poll at a meeting, by Members representing a simple majority of the total voting rights of Members who (being entitled to do so) vote in person, by proxy or (if applicable) in advance;
OSCR	means the Office of the Scottish Charity Regulator;
proxy notice	has the meaning given in Article 14;
Seal	means the common seal of the Charity;
Secretary	means any person appointed to perform the duties of the secretary of the Charity;
Special Resolution	means a resolution (of the Members) passed: (i) if a written resolution, by Members representing not less than 75% of the total voting rights of eligible Members; (ii) on a show of hands at a meeting, by a majority not less than 75% of the votes cast by those entitled to vote; (iii) on a poll at a meeting, by Members representing not less than 75% of the total voting rights of the Members who (being entitled to do so) vote in person, by proxy or (if applicable) in advance;
the 2005 Act	means the Charities and Trustee Investment (Scotland) Act 2005;
United Kingdom	means the United Kingdom of Great Britain and Northern Ireland.
writing	means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

- 1.2 Unless the context otherwise requires, words or expressions contained in these Articles shall bear the same meaning as in the Act but excluding any statutory modification thereof not in force when these Articles become binding on the Charity.
- 1.3 All words importing the singular number shall include the plural and vice versa and words importing the masculine gender shall include the feminine.
- 1.4 Headings in the Articles are used for convenience only and shall not affect the construction or interpretation of the Articles.
- 1.5 The Model Articles shall not apply to the Charity.



MULTIPLE SCLEROSIS SOCIETY

Rules and Standard Operating Procedures

Proposed with effect from 1 January 2019

STANDARD OPERATING PROCEDURES

Introduction

Interpretation of Terms

Membership

Board and Committees

Officers of the Board of Trustees

Conduct of Meetings

Code of Conduct and Leadership Values

Volunteers and Staff

Statutory Returns

PART II

FINANCIAL POLICIES AND PROCEDURES

PART III

POLICIES AND PROCEDURES

1. Membership Rules
2. Code of Conduct
3. Leadership Values
4. Election Rules
5. Process for Selection of Office Bearers and Committee Members
6. Scheme of Delegation
7. Authority to Act in the Name of the Society
8. Information Governance
9. Declaration of Interests
10. Comments, Compliments and Complaints
11. Environmental Policy
12. Annual General Meetings – Resolution rules

Proposed with effect from 1 January 2019