



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1st	Month January	Year 2022		Day 31st	Month December	Year 2022

## Section A Reference and administration details

<b>Charity name</b>	Halcyon Training Foundation		
<b>Other names charity is known by</b>			
<b>Registered charity number (if any)</b>	1141655		
<b>Charity's principal address</b>	21 Cardiff Road		
	Taffs Well		
	Cardiff		
	<b>Postcode</b>	CF15 7RB	

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paul Bennett	Chair of Trustees		
2	Joe Boyle	Trustee		
3	Steve Reed	Trustee		
4	Richard Flemming	Trustee		
5	Julia Fergusson	Trustee		
6				
7				
8				
9				
10				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	CAF Bank	25 Kings Hill Avenue
		West Malling
		Kent
		ME19 4TA

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trustee Deed
How the charity is constituted (eg. trust, association, company)	By Trustee Deed
Trustee selection methods (eg. appointed by, elected by)	Appointed

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Halcyon is a small charity with a simple organisational structure.

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Risks to which the charity is exposed have been identified and are regularly monitored, with mechanisms put in place to mitigate these risks.

Halcyon has re-registered with the Information Commissioners Office for 2022/23.

Halcyon Trustees give of their time voluntarily and none have a beneficial interest in the charity or have any conflicts of interest. Halcyon values diversity as an important factor in accountability and public confidence. As a result, in order to ensure strong governance, we acknowledge the need to appoint Trustees from a variety of backgrounds, to bring an assortment of skills and experience to the Board.

Halcyon Trustee's meet on average four times a year. These meetings focus on all aspects of the day-to-day running of the charity, the financial health of the charity and strategic planning for the future. Trustees also regularly check that the charity's activities remain in line with its core charitable purpose.

Recruitment and appointment of new trustees, should a position become vacant, is considered at trustees meetings, as appropriate. Trustees will initially consider approaches from contacts who have expressed an interest in our work. If we are unable to find a suitable candidate we will then advertise in the appropriate media.

The following procedure is used to select and assess a candidate's suitability for the role:

- undertake a skills audit to assess current skills and to identify if there are any skills gaps;
- ensure all Trustees are aware of the legal rules in respect of eligibility to serve in the position;
- follow Charity Commission guidance on our obligations to check the eligibility of new Trustees.

We have processes in place to identify and manage conflicts of interest and ensure new Trustees are aware of these arrangements.

If Trustees require any training we will make the necessary arrangements for this to be completed.

Trustees are provided with a copy of the charity's governing document, along with Charity Commission publications on trustee's legal duties and responsibilities.

The charity is run on a full-time basis by the Charity Manager, Paul Murphy, and supported by the Assistant Manager Dr Jo Caddy with occasional administrative support.

In delivering its training and Parent Support Programme, the charity has sub-contracted, at various points throughout the year, the services of Jon Hanna and Mark Flagg and other professionals to deliver training, mentoring and support. This also includes the commissioning of an occupational therapist, play therapist and specialist educational support teacher.

## Summary of the objects of the charity set out in its governing document

Halcyon Training Foundation aims to provide accredited and non-accredited training to community groups, businesses, statutory organisations, families and carers who deal with people presenting challenging and difficult behaviour. There is a specific focus on people living with neurodevelopmental conditions.

Halcyon Training Foundation aims to deliver training in conflict resolution to community groups, families and carers and, in particular, to those who fall outside the reach of education and work place training.

The charity aims to provide accredited and non-accredited educational training and qualifications to enhance lifelong learning, aid personal development and assist in lowering conflict between individuals and communities.

## Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The charity places public benefit at the heart of its activities as it seeks to fulfil its charitable aims. It pays close attention to the Charity Commission's guidance on public benefit.

People who have Neurodevelopmental conditions deserve the right to enjoy a full and fruitful life, accessing facilities and services to as large an extent as is possible.

For this to happen, it is essential that individuals and the organisations they live, work and interact with, have a full insight into neurodevelopmental conditions, to improve outcomes for all, and reduce conflict as a consequence.

Halcyon's main activities are therefore intended to provide individuals with the necessary understanding and skills to prevent conflict from occurring in the first place.

In meeting this public benefit, the main activities of the charity are:

- The development of mentoring services for adults on the autistic spectrum. This mentoring is provided by other adults on the spectrum who have undergone the training themselves. To meet this objective, the charity has worked closely with an adult on the autistic spectrum who delivers mentoring and autism awareness training to adults on the spectrum and others affected by the condition. The training includes opportunities to undertake Level 3 & 4 teaching and training qualifications through the Halcyon Training Centre.
- One-to-one or small group training sessions, aimed at families carers who face a new or existing neurodevelopmental diagnosis or other related conditions, who want information / training, support on strategies for dealing with challenging behaviour.

- Training sessions with larger groups of business employees, statutory services and charities, aimed at providing them with insight into neurodevelopmental conditions, the causes of challenging behaviour and good practice to assist with avoiding challenging behaviour from occurring in the first place.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

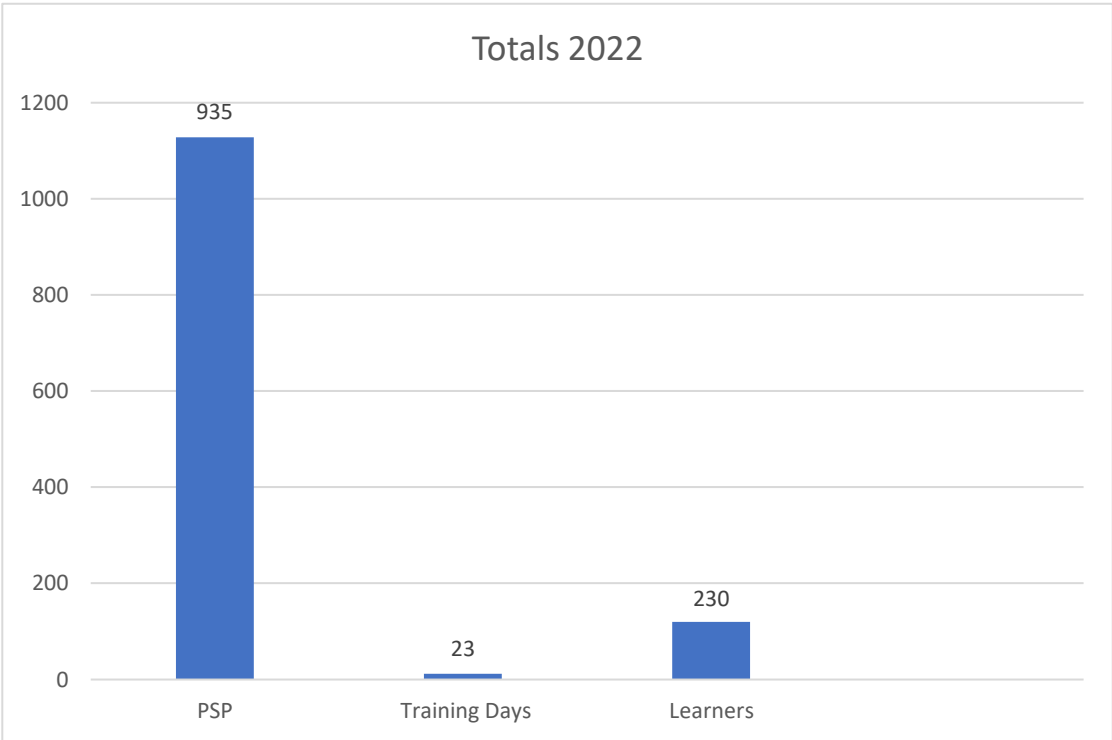
**Summary of the main achievements of the charity during the year**

It has been Another busy year for Halcyon. The unprecedented situation caused by COVID 19, has placed huge demands on the Charity. However, the support for families, social workers and health professionals has continued. Halcyon staff have adapted well to different working practices and new technologies to ensure a seamless transition to online support. Halcyon throughout 2022 were able to deliver all support and training sessions at no cost to families and carers, in so doing meeting Halcyon charitable objectives.

To supplement the training, we have been able to support families by offering:

- 8 Occupational Therapy Support sessions
- 1 Occupational Therapy Report
- 10 Specialist teaching support sessions
- Provided 1 item of specialist equipment

**Totals 2022**



### **Testimonial 1**

We started seeing Jo Caddy from Halcyon in October 2021. Our child was diagnosed with ASD and significant sensory issues in April 2021. \*\*\* was going through a protracted period of school refusal and \*\*\* behaviour had become extremely challenging. We were going through a tough time as parents but \*\*\* was going through a much tougher time.

The sessions we've had with Jo have been absolutely invaluable.

She has taught us how to truly understand our child, the way \*\*\* brain works and how \*\*\* experiences the world. It has enabled us to understand why default neurotypical parenting is often not suitable for \*\*\*. Her advice and guidance has enabled us to deal with challenging behaviour much more effectively and more importantly how to prevent it in the first place.

Another thing that's been priceless is how she's helped us to become more resilient as parents and has reassured us that we're doing the right things even when those closest to us didn't agree. And during tough times she has kept our chins up with reassuring words when we've really needed them.

Fast forward 12 months and \*\*\*\* is now back in school and the happiest we've ever seen \*\*\*\*.

As well as us being able to support more effectively, \*\*\* is now much more able to support \*\*\*\* self.

Jo's help and support was absolutely key in getting us to this point. We simply could not have done it without her and we will be forever grateful.

Thank you so much Jo!

### **Testimonial 2**

Halcyon have helped us enormously. Before we were at a loss on how to manage what we thought was our child's behaviour.

After consistently using the strategies they recommended and taught us, we are all in a much better place. \*\*\*\*\* is well regulated the majority of the time and although we inevitably still have bad days, the good days are much more frequent.

Our child recently said 'its just a bad day not a bad life' which sums it nicely. The bad days are now the exception rather than an everyday occurrence. We've enjoyed many family days out this summer which we've never been able to do successfully before.

Halcyon have honestly changed our lives for the better.

**Brief statement of the charity's policy on reserves**

There is no formal policy on reserves but the charity holds cash reserves of £30,000. This covers insurance and fixed yearly expenses.

**Details of any funds materially in deficit**

There are no funds in deficit.

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity has successfully delivered support and training to a wide range of individuals, organisations and companies. It has met its charitable objectives of delivering Parent Support Programmes, ASD and Neurodevelopmental , skills and mentoring training.

The Halcyon Staff, volunteers and trustees have worked hard to ensure the budget was targeted at delivering training courses and support. This has allowed us to deliver our training and support at no cost to families.

Halcyon completed a number of fund raising events in 2022. Hadrian's Wall challenge and the Cardiff Half Marathon, and plans to build on this success in 2023.



**Section F****Other optional information**

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**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Halcyon Training Foundation

No (if any)  
1141655

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/01/2022	To	Period end date 31/12/2022
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	1,306	-	-	1,306	2,281
Training Centre Fees	8,053	-	-	8,053	4,945
Grants/PSP	39,960	-	-	39,960	
Bank Interest	40	-	-	40	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>49,359</b>	<b>-</b>	<b>-</b>	<b>49,359</b>	<b>7,226</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>49,359</b>	<b>-</b>	<b>-</b>	<b>49,359</b>	<b>7,226</b>
<b>A3 Payments</b>					
Training Exp		-	-	-	479
Playtherapy,OT,insp Learners	1,226	-	-	1,226	11,500
BT Phone,Mobiles & Broadband	1,812	-	-	1,812	1,795
International Treks Expenses	-	-	-	-	-
Fundraising Tshirts,Logo design etc		-	-	-	53
Fundraising Expenses	-	-	-	-	
Office Supplies & IT	1,307	-	-	1,307	2,036
Website & email hosting	231			231	120
Insurance	2,282			2,282	2,281
Bank Charges	125			125	137
Staff Expenses & Cpd	2,731			2,731	2,834
Volunteer Expenses	2,243			2,243	610
payroll	433			433	378
HMRC	15,124			15,124	13,693
Wages & Pension Payments	53,740			53,740	50,930
Trustee Meeting & Expenses	-			-	
Rent & Electricity costs	12,948	-	-	12,948	12,808
<b>Sub total</b>	<b>94,202</b>	<b>-</b>	<b>-</b>	<b>94,202</b>	<b>99,654</b>
<b>A4 Asset and investment purchases, (see table)</b>					
x2 Computers	460	-	-	460	574
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>94,202</b>	<b>-</b>	<b>-</b>	<b>94,202</b>	<b>99,654</b>
<b>Net of receipts/(payments)</b>	<b>- 44,843</b>	<b>-</b>	<b>-</b>	<b>- 44,843</b>	<b>- 92,428</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>83,247</b>	<b>-</b>	<b>-</b>	<b>83,247</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>38,404</b>	<b>-</b>	<b>-</b>	<b>38,404</b>	<b>92,428</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		38,404	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>38,404</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
HALCYON TRAINING FOUNDATION

On accounts for the year  
ended

31/12/2022

Charity no  
(if any)

1141655

Set out on pages

3-4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 19/05/2023

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

M Williamson

Date:

19/05/2023

Name:

MARY WILLIAMSON

Relevant professional  
qualification(s) or body  
(if any):

MAAT

Address:

7 TY DRAW ROAD

ROATH

CARDIFF CF23 5HA

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**