



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1st	Month January	Year 2023		Day 31st	Month December	Year 2024

Section A Reference and administration details

Charity name	Halcyon Training Foundation
Other names charity is known by	
Registered charity number (if any)	1141655
Charity's principal address	Unit 6, Moy Road Business Centre
	Taffs Well
	Cardiff
Postcode	CF15 7QR

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 2023/24.

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 Trustees 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 Mark Flagg and other professionals to deliver training, mentoring and support. This also includes the commissioning of a 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. 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 are awaiting a diagnosis or 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:

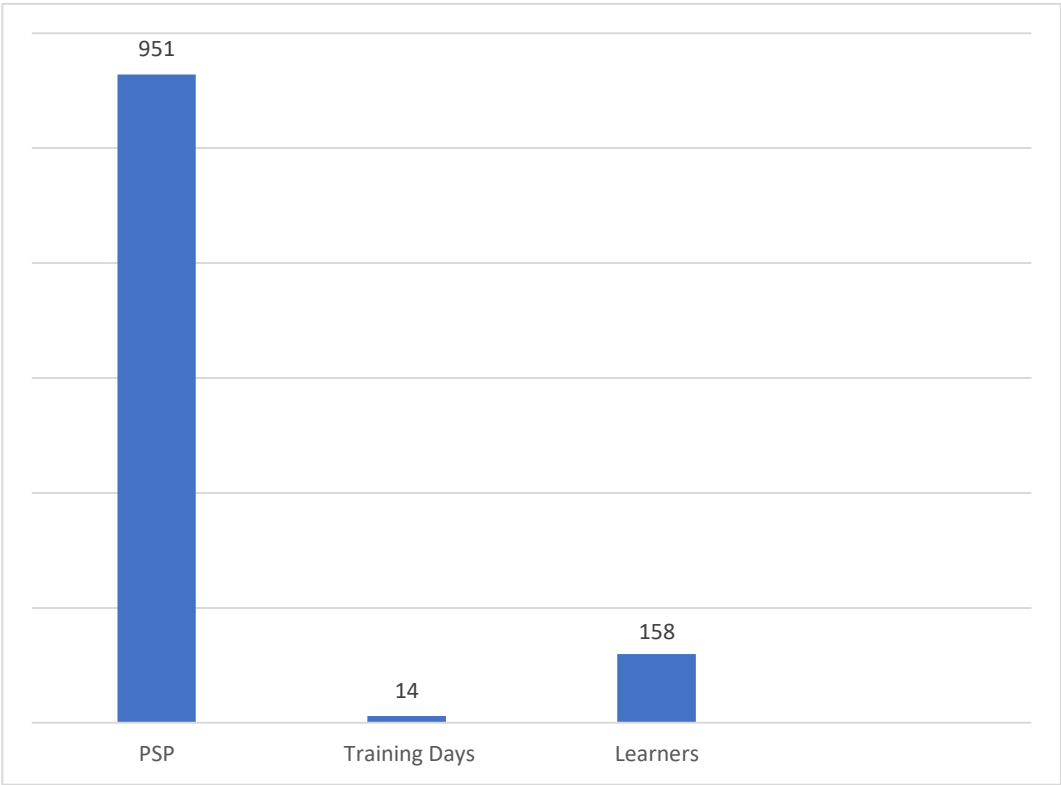
- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

It has been another busy year for Halcyon with demand for its services at an all-time high. Halcyon support for families and professionals has continued during a time of huge demand on all statutory services and the third sector. Halcyon staff have adapted well to different working practices and new technologies to ensure support provided is available to all, whether this be online or by face to face meetings. Halcyon throughout 2023 was able to deliver all support and training sessions at no cost to families and carers and, in so doing, met all Halcyon’s charitable objectives.

To supplement the training, we have been able to support families by offering:- Occupational therapy reports and provide a family with respite provision.

Totals 2023



Testimonial 1

At the point of referral my family was in crisis & we were on the verge of a placement breakdown.

For seven years we had struggled to manage our grandson's behaviour with at times, little or no support.

We felt we couldn't go on, with behaviours escalating in the lockdown period, the home situation had become unbearable & dangerous.

Halcyon's intervention has proved invaluable - helping me to understand the way neurodivergent children view themselves & the world around them.

They taught me that 'conventional' parenting simply does not work.

Together with their input & the use of recommended resources, I have changed the way I 'parent', adopting different approaches & this has paid dividends.

At the end of every meeting, I feel empowered to continue, my resolve is strengthened & I have renewed vigour & positivity.

Our family has benefitted greatly from Halcyon's intervention - they are a constant support to me & although it is only myself who gains knowledge from the meetings, other family members have followed my lead resulting in changes to their approaches & management techniques.

We will always be grateful for this service as it provided a lifeline for us when we were at a critical point.

As a result of newfound knowledge & skills, we as a family feel empowered & more prepared to face any future challenges which will no doubt arise.

Testimonial 2

If I could use words to encapsulate what Halcyon's service means to us as a family they would be a "guiding, encouraging and supportive hand through our autism journey".

The support we have received from Halcyon over the last 2 years has been invaluable. A comforting, informative and supportive environment created by such knowledgeable and caring people. The support they provide is always individually tailored, a result of their professional approach and knowledge, always taking a genuine interest in our family's situation and needs. Information provided is always supported by their in depth knowledge of strategies that could possibly support us, involving us fully in the decision process.

Halcyon has managed to create a wonderfully supportive, understanding and encouraging environment. They listen. We always feel heard and supported. The sessions we receive are invaluable and I couldn't be more thankful to the team at Halcyon. They understand that our journey is forever changing and support us fully as we navigate new experiences, providing us with strategies that support us fully, but also can be open to change.

Through Halcyon's tremendous support we have been able to use strategies which have genuinely made such a positive impact on our little one's journey. We know that with their support we can navigate all new experiences with a wonderful toolbox of strategies and confidence.

Thank you really doesn't seem enough.

Section E

Financial review

Brief statement of the charity's policy on reserves

There is no formal policy on reserves but the charity holds cash reserves of £12,000. 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 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.

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			No (if any)		CC16a
	Halcyon Training Foundation			1141655		
	Receipts and payments accounts					
	For the period from	Period start date	To	Period end date		
	01/01/2023	31/12/2023				
Section A Receipts and payments						
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year	
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £	
A1 Receipts						
Donations	174	-	-	174	1,306	
Training Centre Fees	6,632	-	-	6,632	8,053	
Grants/PSP	68,772	-	-	68,772	39,960	
Bank Interest	66	-	-	66	40	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
Sub total (Gross income for AR)	75,644	-	-	75,644	49,359	
A2 Asset and investment sales, (see table).						
	-	-	-	-	-	
	-	-	-	-	-	
Sub total	-	-	-	-	-	
Total receipts	75,644	-	-	75,644	49,359	
A3 Payments						
Training Exp	625	-	-	625		
Playtherapy,OT,insp Learners	1,580	-	-	1,580	1,226	
BT Phone,Mobiles & Broadband	2,029	-	-	2,029	1,812	
Office Supplies & IT	1,283	-	-	1,283	1,307	
Website & email hosting	388	-	-	388	231	
Insurance	2,350	-	-	2,350	2,282	
Bank Charges	113	-	-	113	125	
Staff Expenses & Cpd	2,076			2,076	2,731	
Volunteer Expenses	408			408	2,243	
payroll	432			432	433	
HMRC	13,328			13,328	15,124	
Wages & Pension Payments	51,010			51,010	53,740	
Rent & Electricity costs	12,094			12,094	12,948	
				-		
				-		
				-		
		-	-	-		
Sub total	87,716	-	-	87,716	94,202	
A4 Asset and investment purchases, (see table)						
x2 computers	368	-	-	368	460	
	-	-	-	-	-	
Sub total		-	-		-	
Total payments	87,716	-	-	87,716	94,202	
Net of receipts/(payments)	- 12,072	-	-	- 12,072	- 44,843	
A5 Transfers between funds	-	-	-	-	-	
A6 Cash funds last year end	38,404	-	-	38,404	110,686	
Cash funds this year end	26,332	-	-	26,332	65,843	

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	at bank	26,332	-	-
		-	-	-
		-	-	-
	Total cash funds	26,332	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	x2 Computers	368	900	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
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

31/12/2023

Charity no
(if any)

1141655

Set out on pages

(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 31/12/2023 YY.

Responsibilities and
basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

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,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

20/03/2024

Name:

Mary Williamson

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

AAT

Address:

7 Ty Draw Road

Cardiff

CF23 5HA

Section B

Disclosure

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 details of any items that the examiner wishes to disclose.