

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1st	Month January	Year 2024		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	Steve Reed	Trustee		
3	Richard Flemming	Trustee		
4	Julia Furguson	Trustee		
5				
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 charity is run on a full-time basis by the Charity Manager, Paul Murphy, supported by Assistant Manager Dr Jo Caddy, with occasional administrative support if required.

To enhance and compliment the core Parent Support Programme and training the charity employs, on an ad hoc basis, Mark Flagg [an educationalist], an occupational therapist, a play therapist and a specialist educational support teacher as the need arises to provide additional, support to clients.

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 in place to mitigate them.

Halcyon Trustees give of their time voluntarily and none have a beneficial interest in the charity or any conflicts of interest.

Halcyon values diversity as an important factor in accountability and public confidence. As a result, to ensure strong governance, we acknowledge the need to appoint Trustees from a variety of backgrounds, to bring an assortment of skills, knowledge and experience to the Board.

Halcyon Trustees meet on average four times a year. These meetings review all aspects of the day-to-day running of the charity, the financial health of the charity and determine the strategic planning for the charity's future. Trustees ensure that the charity's activities remain in line with its core charitable purpose and that all legal requirements and policies are adhered to.

The trustees all have regular informal conversations with Paul Murphy and Dr Jo Caddy to maintain awareness of 'day to day' issues and their welfare.

Recruitment and appointment of new Trustees: when a position becomes vacant any replacement would be considered at Trustees' meetings, as appropriate. Trustees will initially consider approaches from people who have expressed an interest in our work. If we are unable to find a suitable candidate we would 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 trustee.

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.

Joe Boyle, one of the original trustees, resigned last year. The trustees and staff feel it is important to recognise the huge commitment, knowledge, enthusiasm and wise counsel he gave throughout his time as a trustee, especially during early years of the charity.

Halcyon has re-registered with the Information Commissioners Office for 2024/25

Section C Objectives and activities

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 especially 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, ensuring compliance with the Charity Commission's guidance.

People who have neurodevelopmental conditions deserve the right to enjoy a full and fruitful life. They should have equal access to all the facilities and services as is possible.

To achieve this, it is essential that individuals and the organisations they live, work and interact with, have insight into neurodevelopmental conditions, this will improve outcomes for all and help to reduce possible conflict.

Halcyon's 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:

- One-to-one or small group training sessions, supporting families and/or carers who are awaiting a diagnosis, those with existing neurodevelopmental diagnosis or other related conditions.
- Families and/or carers need information and/or training and support in strategies for dealing with challenging behaviour.
- Training sessions with larger groups of business employees, statutory services and charities. The training provides participants with insight into neurodevelopmental conditions, the causes of challenging behaviour and good practice to minimise the likelihood challenging behaviour from occurring in their settings.

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

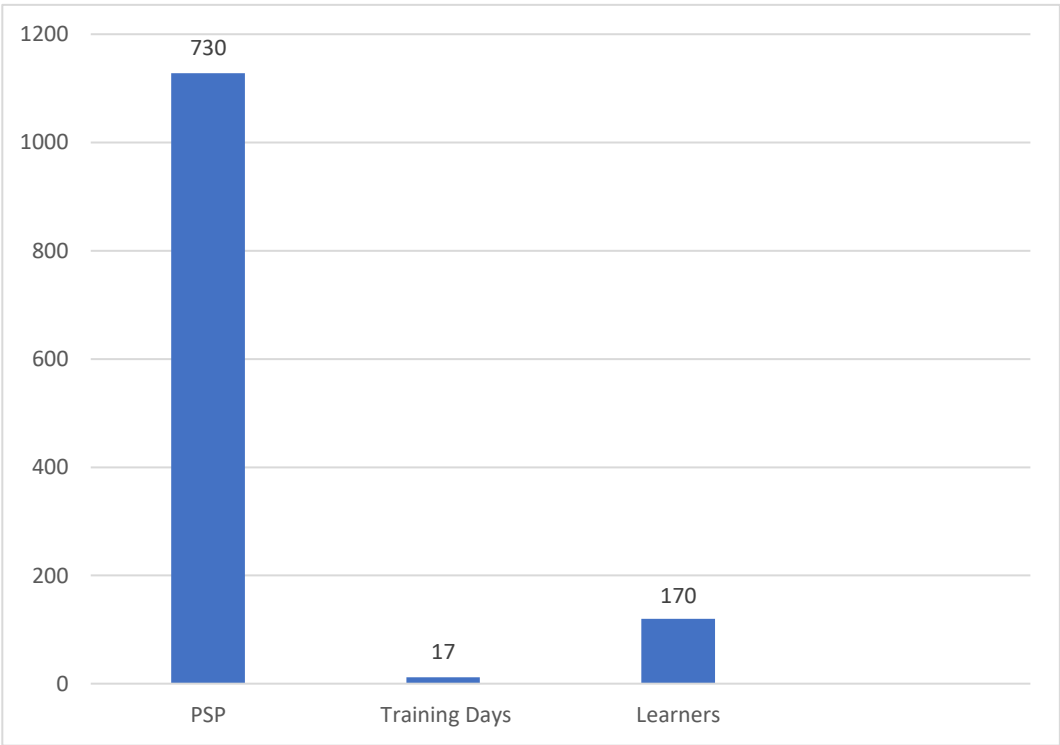
2024 has been yet another busy year for Halcyon with demand for its services at an all-time high. Halcyon’s support for families and professionals continues unabated during a time of unprecedented demand on all statutory services and the third sector.

The charity relocated its office to a purpose built, modern office development. The new premises and their professional management ensure both predictable expenditure and a greatly enhanced environment for Halcyon’s staff and clients.

Halcyon staff adapted have well to new working practices and new technologies, ensuring that optimal support provided is available to all clients, with online or face to face meetings available according to their needs and preference.

Throughout 2024 Halcyon delivered all its support and training sessions at no cost to families and/or carers regardless of their circumstances, in accordance with its charitable objectives.

Totals 2024



PSP - Parents’ Support Programme
730 contact hours completed (two or more parent carers per hour).

Training Days Delivered organisations:

Calon Foster Care, RCT Foster Care Service, Barnardos, Families First, Tonyrefail Community School Parent/carers group

Testimonial 1

I really don't know where to start.

Halcyon helped us to help ourselves, to understand our child, to unpick situations and allow what must in the moment.

It's ok to simply "be" and being in that moment is actually ok.

We were referred to Paul and Jo at Halcyon in December 2024 by our Paediatrician at Ysbyty Cwm Cynon, 2 days before Christmas to be exact. I didn't expect to hear from anyone so quickly, but just into 2025 Jo called and took a detailed and quite frank overview of our situation and where we found ourselves. She didn't judge, she didn't even seem shocked, she listened..... she paused..... and what followed was total acceptance without judgement and so much compassion and understanding.

Sessions soon started with Paul, who I must say takes everything in his stride, there is not a story he hasn't heard before and not a situation he hasn't personally come across of experienced. When you feel in the depths of despair, distraught at what life had become he was there with a torch and words that you'll hold for a lifetime.

Autism, ADHD, PDA, OCD, Behavioural Issues, any neurodivergence fractures families, it breaks parents after years of wear and tear. Halcyon comes in and helps you see you're not alone, you're not that different and in fact things will be ok, you've just got to go through this little rough patch to get to the good stuff.

He has helped two parents realign, he has helped our family back together, he has helped to calm our home and give us an understanding of our ---- that marries without conflict. Life isn't perfect, it's not meant to be, but we can live in our moments happy.

Halcyon is invaluable.

I thank my lucky stars every day I walked into that hospital appointment with my ----, breaking down, not knowing if I could go on or where to turn for help and our Paediatrician listened, saw and offered Halcyon. Halcyon who I'd never heard of, yet I've been an "autism mum" for 23 years, that one referral, that one click of a button changed all our lives and gave us a hope we had lost.

Testimonial 2

We were referred to Halcyon as we have been struggling to cope as a family.

Paul has helped us to understand our ----- mind and the reasons behind why --- does and says certain things.

At times we can become totally overwhelmed and having someone to talk through these situations helps us to feel less isolated and helps us to understand that we are making the right decisions.

He's helping to direct us in the correct ways to deal with situations which we have battled with for a long time.

Talking to someone who completely understands and relates to how we feel is invaluable. It is a great help to know that Paul has personally gone through almost all of the experiences/challenges that we are experiencing. He's not just another counsellor/coach that has learned his skill from a text book, he's actually lived it.

Each session feels like a safe place where you can open up and share personal challenges. Paul maintains a non-judgemental and respectful attitude throughout.

We would highly recommend Halcyon to other families in the same situation.

Section E

Financial review

Brief statement of the charity’s policy on reserves

There is a formal policy on reserves and financial management. The charity reserve of £18,000 covers yearly liabilities and closure costs.

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

Halcyon Training Foundation

No (if any)

1141655

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/01/2024

To

Period end date
31/12/2024

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 £
A1 Receipts					
Donations	133	-	-	133	174
Training Centre Fees	10,217	-	-	10,217	6,632
Grants/PSP	78,565	-	-	78,565	68,772
Bank Interest	40	-	-	40	66
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	88,955	-	-	88,955	75,644
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	88,955	-	-	88,955	75,644
A3 Payments					
Training Expenses	414	-	-	414	625
OT, Insp Learners etc costs	-	-	-	-	1,580
BT Phone, Mobiles & Broadband	991	-	-	991	2,029
Office Supplies & IT	2,188	-	-	2,188	1,283
Website & Email Hosting	108	-	-	108	388
Insurance	2,525	-	-	2,525	2,350
Bank Charges	103	-	-	103	113
Staff Exp & CPD	907	-	-	907	2,076
Vol Exp	-	-	-	-	408
payroll	310	-	-	310	432
HMRC	15,740	-	-	15,740	13,328
Wages&Pensions	51,072	-	-	51,072	51,010
Rent&Electricity costs	20,014	-	-	20,014	12,094
Sub total	94,372	-	-	94,372	87,716
A4 Asset and investment purchases, (see table)					
x2 computers	332	-	-	-	368
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	94,372	-	-	94,372	87,716
Net of receipts/(payments)	- 5,417	-	-	5,417	- 12,072
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	26,332	-	-	26,332	38,404
Cash funds this year end	20,915	-	-	20,915	26,332

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	20,915	-	-
		-	-	-
		-	-	-
	Total cash funds	20,915	-	-
	(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)
	x2 computers	332	900	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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

Charity Name
Halcyon Training Foundation

On accounts for the year
ended

31/12/2024

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 31/12/2024DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, 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 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 in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities 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: 15/8/2025

Name:

Mary Williamson

Relevant professional

AAT

qualification(s) or body
(if any):

Address: 7 Ty Draw Road
Cardiff
CF23 5HA

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.