



Trustees' Annual Report for the period						
	Period start date				Period end date	
From	06	04	2019	To	05	04
					2020	

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Room 219 Breckland Business Centre	
St Withburga Lane, Dereham, Norfolk	
UK	
Postcode	NR19 1FD

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	Caroline Baldwin	Chair		
2	Carol Farrow	Trustee		
3	Lisa Harris	Secretary		
4	Stephen Adcock	Treasurer		
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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

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

Julie Adcock – CEO/Founder Lee Gibbons- Operations Manager

Section B Structure, governance and management

Description of the charity’s trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted Nov 2017
How the charity is constituted (eg. trust, association, company)	charitable incorporated organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed for a term of 3 years by a resolution convened at a meeting of the Charities Trustees

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>All trustees are made aware of their role and responsibilities using training provided by NCVO and this needs to be completed within 3 months of appointment to their position or before the next scheduled trustee meeting, which ever is closest. All policies and procedures are readily available for each trustee member using our online portal via the charities website.</p> <p>The Charity operates as an independent body from any statutory/governmental body or charity. We do how ever adopt the guidelines of recruitment, safeguarding and risk management from a variety of organisations.</p> <p>Trustees meet at least 4 times a year one of which constitutes as the Annual General Meeting (AGM)</p>
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Section C Objectives and activities

<p>Summary of the objects of the charity set out in its governing document</p>	<p>ASD Helping Hands objectives as set out in the governing document are as below:</p> <ul style="list-style-type: none"> • Support and assistance for those affected by an Autism Spectrum Disorder (ASD) and co-morbid conditions • Promotion of equality and diversity • Provision of recreational groups and outings • Co operating and supporting other organisations in the work where their objectives fall in line with our own. <p>It is our mission to support all those affected by an Autism Spectrum condition whether they are diagnosed, undiagnosed or a family</p>
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member or professional working with someone on the Autism Spectrum

Summer 2019

We held our first major fundraising event in conjunction with Niantic (Pokémon Go) This was a very successful event that saw many people join us to promote and raise awareness of Autism. During the summer we arranged several activity days for both families and young people ranging from days out to zoos and theme parks to smaller sessions for young people to attend on their own.

Autumn 2019

We introduced and launched our Just Diagnosis course which offers and introduction training session to parents and carers whose children are affected by Autism. This is running 4 times a year.

Our annual conference was held at the John Innes centre which attracted 14 organisations and 45 delegates to attend.

Winter 2019

We held of Christmas Fair at Aylsham Town Hall, Norfolk and continued to run our Just diagnosed course

Spring 2020

We had planned to run our Residential Holiday once again for young people however with the impact of Covid -19 this had to be cancelled and with the raising threat of infection and the restrictions that were imminent a lot of our activity had to stop.

Year round and ongoing work

Our family support service runs year-round and offers advice and support for parents/carers and professionals working with an individual on the Autism Spectrum. Over the 12-month period this report covers we have received 260 referrals into this service of which all have received support through the service we have not had to signpost or deny support to any party for this period.

Our Family Support groups operate on a Saturday morning alternating location on a biweekly basis, in total we have 3 support groups each hosting 24 support groups a year lasting 2 hours each, seeing an average of around 10 families in attendance at each.

Our Youth group service operates on a monthly basis in 2 locations, with an average attendance of around 6 young people at each.

The groups are designed to provide a safe a space for those with Autism Spectrum Disorders to interact, talk to others with similar issues and gain access to activities and opportunities that they may not have necessarily been able to access.

ASD Helping Hands also offer training programmes to parents/carers and professionals on a range of issues relating to Autism Spectrum Disorder through face to face training sessions.

ASD Helping Hands continues to be an active part of the Norfolk All Age Autism Partnership board where we sit as one of the voluntary organisations guiding and bring the views of those, we support to the table to influence discussion and policy writing in relation to the Autism

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)

Act 2010. We are responsible for the management of the website, engagement events and Engagement Working Group.

All trustees have made consideration to the Charities Commission's guidance on public benefit when considering and planning the activities for the year during the trustee meetings.

Additional details of objectives and activities (Optional information)

ASD Helping Hands values all our volunteer support and we would be unable to run many if not all our activities without their ongoing time, support and commitment we are eternally grateful for their contribution and dedication.

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

ASD Helping Hands is still the go to charity in Norfolk for those wishing for support, guidance or information on all subjects to do with Autism.

We still have a strong volunteer team who are continuing to develop their knowledge and skills through training and on the job learning.

Our referrals are going steady; however, we do have periods of influx normally around holidays and school events which require us to adjust the support we offer and the time frames in which we are able to do this. Our waiting times never exceed 3 weeks.

With the encroaching Covid-19 pandemic we are looking at ways in which we can adjust our services both operationally and financially so that we are still able to operate and provide support as required.

Section E Financial review

Brief statement of the charity's policy on reserves

We aim to have enough in reserves to last 3-6 months.

Details of any funds materially 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.

Section F Other optional information

In the coming year it is certain that the Covid-19 Pandemic will have an adverse effect on the running of the charity and how we operate. We have already begun to make adjustments for this.

We plan to expand our training program to take our reliance of grants and fundraising and leave us in a better position finically to continue our work.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Caroline Baldwin</i>	<i>Stephen Adcock</i>
Full name(s)	Caroline Baldwin	Stephen Adcock
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 19/04/2020