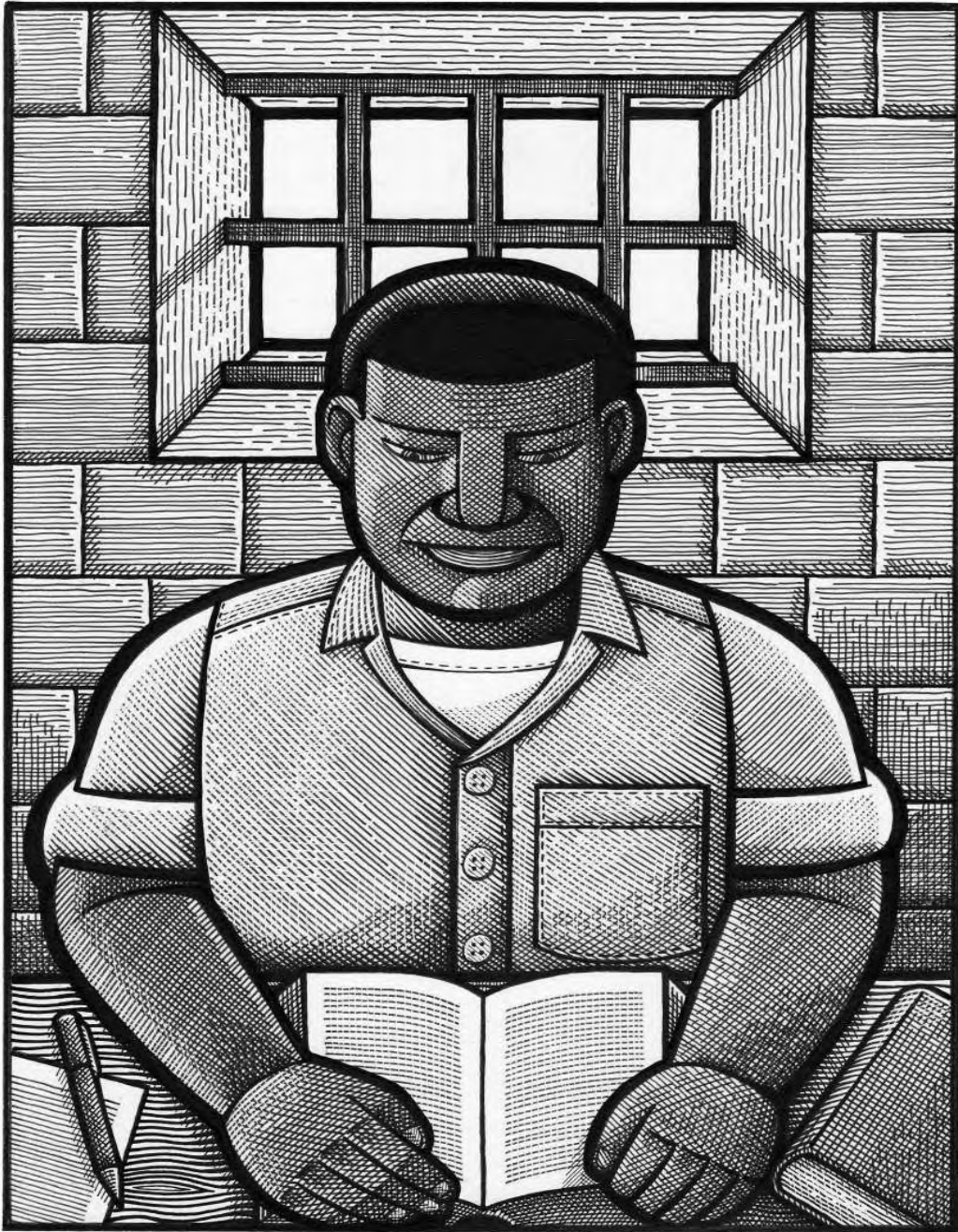


# Haven Distribution Annual Report 2010 - 2011



***15 Years of Books to Prisoners  
1996 - 2011***

## General Information

Registered Office: 27 Old Gloucester Street, London, WC1N 3XX

Registered Charity Number: 1089868

Website: [www.havendistribution.org.uk](http://www.havendistribution.org.uk)

Email@ [info@havendistribution.org.uk](mailto:info@havendistribution.org.uk)

Patron: Benjamin Zephaniah

### Trustees:

Lee Humphries – Founder & chair

Kim Shearer – Secretary

Emma Long – Trustee

Bankers: CAF Bank Ltd, West Malling, Kent, ME19 4TA

Accounts: Anthony Wood, 22 Chester Road, London, N17

## Chair's Report

The last financial year has certainly taken its toll on Haven as a charity. We came to the end of our three year grant with the Tudor Trust without substantial replacement funding to meet the ever-increasing demand for our service. Yet despite replacement funding we were still able to send out over 2000 educational books and dictionaries to a wide range of prisons across the British Isles.

As our funding began to diminish, we lost our only paid member of staff Nathalie Griffin and we made the decision to move the charity back to London. The start of 2011 put a lot of pressure on both myself and fellow trustee, Emma Long, as we put in the hours at evenings and weekends to run the distribution as we both have full time jobs.



*Contrasts at Christmas, 2010, Acrylic on canvas, Alicia Jenkins, HMP Send*

Clearly the austerity measures put in place by the government have had a detrimental effect on both the voluntary and public sector which provide essential services to vulnerable people. The knock-on effect of withdrawing public spending has led to more vital services approaching charitable trusts to survive. This in turn affects the services provided by British charities that will struggle to stay afloat or be forced to go under by ideological-driven economics. This year marks our 15 year anniversary of Haven sending free books to prisoners and we hope to be one of the charities that stays afloat and rides out the austerity cuts by minimising our charitable work.

I began running Haven in the early 1990s as a small non-profit mail order book distribution. My involvement with supporting various miscarriages of justice led me to change the distribution after discovering a real lack of both availability and choice in prisons of reading material. In 1996, I changed my mail order distribution specifically into a books-to-prisoners service being run from my bedsit and began

sourcing donations of both money and literature. As word of mouth grew within the prison estate, I was struggling to meet the demand so I set up a group of friends to start working at music events volunteering their time to help pay for the costs of both purchasing books and the huge cost of posting them out.

Prison education staff began contacting me and the demand was increasing especially for dictionaries. I knew that on our annual income of £3,000 per year during the late 90s there was no way I could meet the demand. I met with Kim Shearer (who has been a good friend over the years and she continues to be invaluable in the running of Haven), and in 1999 we set about applying for charitable status. In 2001, we were granted the status and

by 2004 I was able to move the distribution out of my bedsit and into an office where I was employed full time by another charity.

The charitable status helped Haven to secure further funding of which without it, we would have never have been able to supply the thousands of educational books and dictionaries into prisons. I have witnessed the value and reward that the books we have sent in have made to the lives of prisoners. People who some have never before owned their own book, who have upon receipt of their first book, stated feeling how it was like Christmas Day opening up a present.

I have received invaluable help from friends over the years to make Haven work from people setting up monthly standing orders, volunteering their weekends to work at muddy water-logged festivals, pro bono website support and by assisting me in the day-to-day running of a mail order charity. I would like to thank fellow trustee Emma Long for her dedication and hard work in supporting Haven though a particular tough six months and giving up her spare time before working night shifts to help the distribution function. I would also like to thank all the charitable trusts that have made this all possible over the past 15 years and to our regular supporters & volunteers especially to Jon the driver.

Our funders for 2010-2011 include The Tudor Trust, JJ Charitable Trust, The Aldo Trust, Hardman Trust, Hilden Charitable Trust, Whitaker Charitable Trust & the Royal London Society. What we do would not have been possible without your generous support.

Lee Humphries  
Founder & Chair

## Tutor's Comments

***"Thank you for the great service"*** M. Evans - HMYOI Aylesbury, Bucks

*"I find that you provide an invaluable service for the prisoners at HMP Swansea. I teach Entry Level Literacy & fill out the application forms for my learners. The adult learner dictionaries **give my learners more confidence** when writing independently to their friends & families. I also teach ESOL & for all new learners I order a bilingual dictionary for them which allow them to participate in prison life more fully. .. I encourage all prisoners to leave their books with me when they leave the prison. This allows others to use the dictionaries within the class and on the wing"* L. Hughes - HMP Swansea, Wales

*"Thank you for your recent donation of cookery & nutrition books. I'm sure they will come in handy for my ever changing group of candidates. May I also take this opportunity to thank you for your support in supplying 'Practical Cookery' books which are very much appreciated by the inmates. **I hope this service continues"*** S. Perry HMP Acklington

## Inmate's Comments

*"I would like to thank Haven Distribution for sending me the Oxford Dictionary & Thesaurus and Maths: The Basic Skills book. It has been **very useful to me in my studies**, and has helped me to make good progress through the education course I am taking. I have passed Level 2 Literacy & Numeracy. I know that many other prisoners have found your*

books similarly helpful. **I am now moving on to another course at a higher level**" E. Royle, HMP Wymott

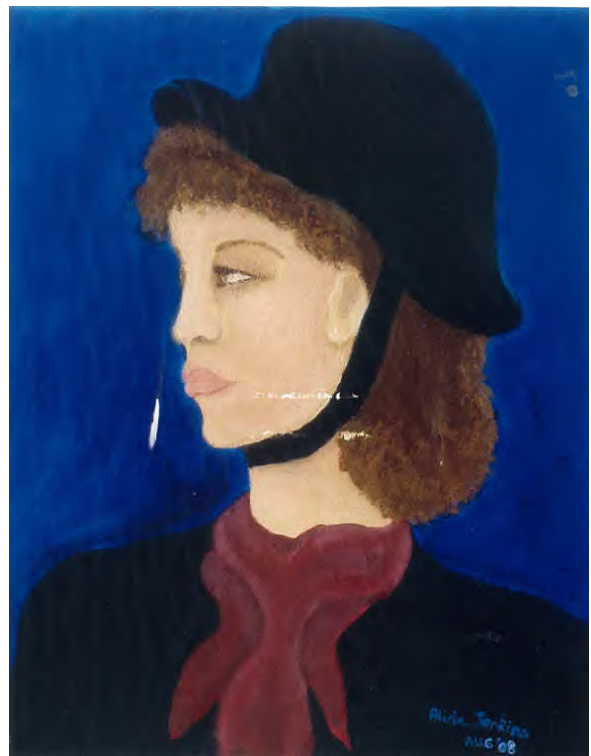
"I received the book that I requested, *The Cambridge Encyclopaedia of Ornithology*, and I am very grateful as it will help me with all the information in the book **I can now finish my diploma**". P. Kennedy, HMP Whatton

"Thank you for my Latvian dictionary, this was very helpful for me. Because **when I come to prison I can't speak any English and now I can speak**" O. Burkevics, HMP Albany

"This letter confirms delivery of the *Usborne Guide to Better English* & will certainly help me while I am in prison. I am using it as a refresher for myself and as **an aid in my role as a Mentor for other prisoners**. The help your charity gives to prisoners is greatly appreciated. Thank you." S. Williams, HMP Acklington

"I was lucky enough to be awarded a copy of the *Oxford Concise English dictionary* by Haven last year and **used it to good effect in the build up to my exam** in Level 2 English. I continue to make use of this book almost every time that I write a letter and I would have significant problems with spelling without it. I hope that the situation with finance for Haven Distribution improves soon so that you can continue the good work & continue to help other people as you helped me". R. Robinson, HMP Albany

"I have become involved with Distance Learning in order to further my skills & better my chances of success, and achieve my goals upon release. Our ETE department has dictionaries, however these are not permitted to be removed from the department, which has caused difficulties for me when in my cell and unable to look something up. When I received my dictionary it made things a lot easier. I was **able to study in my cell** without any difficulty, and went on to complete the openings course with Open University as well as another A Level course in Management Studies. I feel that **I wouldn't have been able to complete these courses to the standard in which I did or within the deadlines without the service that Haven provides**". B. Woodfield, HMP Parc



Portrait, 2008, Alicia Jenkins, HMP Send

"Thank you kindly for sending me copies of both *Citizens Advice Guide to Your Rights & the Concise English dictionary*. I am currently **undertaking a NVQ Level 3 in Advice & Guidance here at HMP Wandsworth and the books have been a great aid** in doing so! I wish your charity all success and again on behalf of myself and the others in my class that have also received books from you a huge thank you!" J. Watkins, HMP Wandsworth

"**Thank you for your support** (over a number of years), with books that helped with Art courses. As you can see from the image on the front of this Christmas card, I am still

*progressing with my art. I hope that next year I'll be able to go to college to do an Access to Higher education' course and continue to improve with my art work. Thank you again for your help with the books I needed"* A. Jenkins, HMP East Sutton Park

*"I am writing to thank you & your colleagues for sending me Web Design & Development. I am very grateful to you for this most helpful and most welcome gift. **I have used my time in prison the learn how to program websites. I have created the first website here for the Education Department.** It is a browser-based learning environment for students studying computerised accounting. I wish you all success with your excellent charity. I look forward to sending you a donation when my portal is profitable".* M. Tune, HMP Stocken

*"Thank you for giving Polish dictionary, please no change! Dictionary for me help. Important: **No dictionary equals no education! Because no dictionary, no understand.** Thank you very much".* H. Krolkowski HMP Albany

The prisons that we sent books into across the British Isles were as follows:

|                      |                      |                     |                           |
|----------------------|----------------------|---------------------|---------------------------|
| <b>England</b>       | Foston Hall,         | Long Lartin,        | Whitemoor,                |
| Acklington,          | Frankland,           | Lowdham Grange,     | Winchester,               |
| Albany,              | Full Sutton,         | Maidstone,          | Wolds,                    |
| Altcourse,           | Garth,               | Moorlands,          | Woodhill,                 |
| Armley,              | Gartree, Gloucester, | Morton Hall,        | Wormwood Scrubs,          |
| Ashwell,             | Grendon,             | Mount,              | Wymott                    |
| Ashworth,            | Guys Marsh,          | North Sea Camp,     |                           |
| Askham Grange,       | Hatfield,            | Parkhurst,          | <b>Scotland</b> Aberdeen, |
| Aylesbury,           | Haverigg,            | Ranby,              | Dumfries,                 |
| Birmingham,          | Hewell,              | Risley,             | Edinburgh,                |
| Bristol,             | Hollesley Bay,       | Rye Hill,           | Glenochil,                |
| Brixton,             | Holme House,         | Shepton Mallet,     | Inverness,                |
| Buckley Hall,        | Hull,                | Shrewsbury,         | Peterhead,                |
| Bullingdon,          | Kennet,              | Springhill,         | Saughton,                 |
| Bullwood Hall, Bure, | Kingston,            | Stafford,           | Shotts                    |
| Camp Hill,           | Kirklevington        | Stocken, Swaleside, |                           |
| Canterbury,          | Grange,              | Swinfen Hall,       | <b>Wales</b>              |
| Channings Wood,      | Kirkham,             | Usk,                | Cardiff,                  |
| Coldingley,          | Lancaster,           | Verne,              | Parc,                     |
| Dartmoor,            | Lancaster Caster,    | Wakefield,          | Swansea                   |
| Dovegate,            | Latchmere House,     | Wandsworth,         |                           |
| Drake Hall, Durham,  | Leicester,           | Wayland,            | <b>Channel Islands</b>    |
| Elmley,              | Lewes,               | Wealstun,           | La Moye                   |
| Everthorpe,          | Leyhill,             | Wellingboro',       |                           |
| Featherstone,        | Lindholme,           | Whatton,            |                           |
| Ford,                | Littlehey,           |                     |                           |

The 2180 books and dictionaries that we distributed to prisoners were for a wide range of subjects that included:

|                                  |                               |   |                                     |
|----------------------------------|-------------------------------|---|-------------------------------------|
| Access to Higher Education,      | Business Management,          | Essential Skills Fabrication & Welding, | Motor Vehicle Maintenance,          |
| Access to Music,                 | Business Start Up,            | Food Preparation & Cooking,             | Music Theory,                       |
| Accountancy,                     | Canine Studies,               | French,                                 | Numeracy                            |
| Active Healthy Living,           | Catering & Hospitality,       | Functional Skills                       | Painting & Decorating,              |
| Adult Literacy,                  | Computer Studies,             | Garden Design,                          | Personal & Social Development,      |
| Advanced Bookkeeping,            | Classical Civilisation,       | German,                                 | Personal Fitness Trainer,           |
| Advice & Guidance,               | Communications,               | Graphic Design,                         | Philosophy,                         |
| Alcohol & Drug Awareness,        | Computer Literacy,            | Gym Instructor                          | PICTA,                              |
| Anatomy & Physiology,            | Construction,                 | Hairdressing,                           | Plastering,                         |
| Arabic,                          | Cookery,                      | Health & Safety,                        | Plumbing,                           |
| Archaeology,                     | Counselling,                  | Health & Social Care,                   | Psychology,                         |
| Architecture,                    | Creative Arts,                | Healthy Living,                         | Risk Management,                    |
| Art,                             | Creative Writing,             | Higher Mathematics,                     | Skills for Life,                    |
| Art & Design,                    | Criminology,                  | History,                                | Social Sciences,                    |
| Art History,                     | Critical Thinking,            | Horticulture,                           | Sociology,                          |
| Assertiveness & Decision Making, | Customer Service              | Humanities                              | Social Engineering,                 |
| Audio Production                 | Depression Management,        | Interior Design,                        | Spanish,                            |
| Barbering,                       | Desktop Publishing,           | International Studies,                  | Sports Fitness,                     |
| Basic Skills,                    | Developmental Psychology,     | Journalism,                             | TEFL,                               |
| Beauty Therapy,                  | Diet & Nutrition Advisor,     | Key Skills,                             | Toe By Toe,                         |
| Behavioural Therapy,             | Domestic Electrics,           | Landscape Gardening,                    | Understanding Health & Social Care, |
| Biology,                         | Drawing & Painting,           | Latin,                                  | Vehicle Body Repairs,               |
| Bookkeeping,                     | Driving Theory Test,          | Law,                                    | Web Design,                         |
| Bricklaying,                     | Drug Counselling,             | Life Skills,                            | Welding,                            |
| British Sign Language,           | Electrical Installation,      | Literacy,                               | Writing for Publication.            |
| Business Studies,                | Engineering,                  | Marketing,                              |                                     |
| Business Enterprise,             | English Literacy,             | Mathematics,                            |                                     |
| Business Law,                    | English Literature,           | Mental Health Studies,                  |                                     |
|                                  | Environmental Sustainability, | Money Management,                       |                                     |
|                                  | ESOL,                         |   |                                     |

# RECEIPTS & PAYMENTS ACCOUNT

YEAR ENDED 31 MARCH 2011

|                                      | notes | restricted     | unrestricted   | TOTAL          | TOTAL         |
|--------------------------------------|-------|----------------|----------------|----------------|---------------|
|                                      |       | £              | £              | 2011           | 2010          |
|                                      |       |                |                | £              | £             |
| <b>Receipts</b>                      |       |                |                |                |               |
| Grants                               | 2     | 31,500         |                | <b>31,500</b>  | <b>39,815</b> |
| Donations                            |       |                | 1,644          | <b>1,644</b>   | <b>1,843</b>  |
| Prisoner Contributions               |       |                | 525            | <b>525</b>     | <b>594</b>    |
| Book Sales                           |       |                | 840            | <b>840</b>     | <b>1,417</b>  |
| Gift Aid tax claims                  |       |                | 89             | <b>89</b>      | <b>268</b>    |
| Bank Interest                        |       |                | 32             | <b>32</b>      | <b>30</b>     |
| Other Income                         |       |                |                | <b>0</b>       | <b>22</b>     |
| <b>Total Receipts</b>                |       | <b>31,500</b>  | <b>3,130</b>   | <b>34,630</b>  | <b>43,989</b> |
| <b>Payments</b>                      |       |                |                |                |               |
| Payroll                              |       | 11,370         | 0              | <b>11,370</b>  | <b>11,829</b> |
| Publicity                            |       | 637            | 0              | <b>637</b>     | <b>1,762</b>  |
| Bank charges                         |       | 0              | 0              | <b>0</b>       | <b>3</b>      |
| Furniture & Equipment                |       | 0              | 345            | <b>345</b>     | <b>85</b>     |
| Postage                              |       | 7,445          | 0              | <b>7,445</b>   | <b>4,918</b>  |
| Postal Box charges                   |       | 0              | 871            | <b>871</b>     | <b>825</b>    |
| Premises                             |       | 2,870          | 0              | <b>2,870</b>   | <b>2,609</b>  |
| Printing                             |       | 0              | 0              | <b>0</b>       | <b>183</b>    |
| Publications                         |       | 9,411          | 7,212          | <b>16,623</b>  | <b>16,294</b> |
| Stall hire                           |       | 0              | 60             | <b>60</b>      | <b>107</b>    |
| Stationery                           |       | 664            | 0              | <b>664</b>     | <b>472</b>    |
| Insurances                           |       | 196            | 0              | <b>196</b>     | <b>0</b>      |
| Travel & Subsistence                 |       | 216            | 0              | <b>216</b>     | <b>512</b>    |
| Other expenses                       |       | 0              | 247            | <b>247</b>     | <b>194</b>    |
| <b>Total Payments</b>                |       | <b>32,809</b>  | <b>8,735</b>   | <b>41,544</b>  | <b>39,793</b> |
| <b>SURPLUS/(DEFICIT)</b>             |       |                |                |                |               |
| <b>FOR YEAR</b>                      |       | <b>(1,309)</b> | <b>(5,605)</b> | <b>(6,914)</b> | <b>4,196</b>  |
| Fund balances brought forward        |       | 5,113          | 7,373          | <b>12,486</b>  | <b>8,290</b>  |
| <b>Fund balances carried forward</b> |       | <b>3,804</b>   | <b>1,768</b>   | <b>5,572</b>   | <b>12,486</b> |

Grants received from:

Tudor Trust  
 Aldo Trust  
 Hilden Charitable Fund  
 JJ Charitable Trust  
 Hardman Trust  
 Workers' Beer Company  
 Whitaker Charitable Trust  
 Royal London Society

Standing orders received from:

AK Distribution, £20  
 L Humphries, £20  
 T Beasley & N Griffin, £20 (stopped Nov 2011)  
 K Shearer, £10  
 E Long, £10  
 T Rawlings, £5  
 J Sarre, £10