



**Trustees' Annual Report for the period  
from 5<sup>th</sup> March 2020 to 31<sup>st</sup> March 2021**

**Section A Reference and administration details**

**Charity name** *The Spitfire Makers Charitable Trust*

**Other names charity is known by** *Spitfire Makers*

**Registered charity number (if any)**

**Charity's principal address** *133 Church Street*  
*Shirley*  
*Southampton*  
**Postcode** *SO15 5LW*

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	<i>Alan Matlock</i>	<i>Chair</i>		<i>Board of Trustees</i>
2	<i>Michaela Lawler-Levene</i>	<i>Treasurer</i>		<i>"</i>
3	<i>Christine Richards</i>	<i>Secretary</i>		<i>"</i>
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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
<i>Historical Advisor – Supermarine &amp; Spitfire</i>	<i>David Key</i>	<i>Hursley.park@gmail.com</i>
<i>Historical Advisor – Shirley Local History</i>	<i>Vicki Stacey</i>	<i>Shirley Local History Group</i>
<i>Historical &amp; Architectural Advisor</i>	<i>Liz Webb</i>	<i>Shirley Local History Group</i>
<i>Technical Advisor – Aviation</i>	<i>Robert Stidworthy</i>	<i>Volunteer at Solent Sky Aviation Museum</i>
<i>Photographer</i>	<i>Sarah Penfold</i>	<i>Infinityphotography@hotmail.co.uk</i>

**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)	<i>Trust Deed – from 5<sup>th</sup> March 2020</i>
How the charity is constituted (eg. trust, association, company)	<i>Charitable Trust – not yet registered with The Charities Commission</i>

Trustee selection methods  
(eg. appointed by, elected  
by)

*Trustees to be appointed by the Board of Trustees on a 3-year tenure.*

### **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.

*The Trustees are responsible for the governance of the Trust. The Trustees give their time voluntarily and receive no payment or benefits from their role.*

*A Project Team has been set up to carry out research, set up events and fund raise.*

*The wellbeing, health, and safety of all Trustees, volunteers, and supporters is paramount.*

*The Trust works closely with local history, heritage, and community groups.*

*The following policies and procedures are in place to ensure compliance with all legal and internal governance requirements:*

*Safeguarding the Vulnerable Policy*

*Code of Conduct & Good Practice Guide for Volunteers*

*Health & Safety Policy*

*Equal Opportunities & Diversity Policy*

*Financial Guidelines*

*General Data Protections Regulation Document*

*Data Protection Policy*

*Risk Policy and Risk Register*

*Trustee Roles and Responsibilities*

## **Section C**

### **Objectives and activities**

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

*To research, collect, preserve, commemorate, and share the heritage of the WW2 Spitfire Makers generations for the public benefit of future generations in Southampton, Hampshire, and beyond.*

**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 Trustees have a commitment to achieve the objects of the Trust in the following ways:*

*To research and collect memories from the Spitfire Makers and their descendants of Spitfire manufacture and associated WW2 stories, especially those at risk of being lost to future generations; to engage a range of organisations and individuals in obtaining and contributing to that research.*

*To raise public awareness of the roles played by both women and men, civilian and military, in supplying the Spitfire parts and planes during WW2, in Southampton, other parts of the UK and other parts of the world.*

*To commemorate sites of Spitfire production and the people who became Spitfire Makers in Southampton, Hampshire, and other locations by producing memorial plaques and / or education boards to inform the public about these sites.*

*To enhance the heritage education experience of the public by producing a variety of education materials.*

*To share the Spitfire Makers generation World War 2 stories in different ways to reach wider and harder to reach audiences, e.g., via websites, social media, talks, exhibitions, education boards, schools, care homes.*

*To preserve the WW2 Spitfire Makers heritage for future generations by raising awareness of the locations of the dispersed facilities that produced Spitfires from 1936 onwards.*

*To preserve the heritage of the Spitfire Makers stories for public interest by archiving and depositing researched information and artefacts with public and charitable archives.*

*To share stories of the Spitfire Makers with different audiences by organising public meetings, exhibitions, celebrations and events in Southampton, Hampshire, and other locations, to recognise and honour the role played by the “so many” who worked to supply “The Few” with the iconic Spitfire.*

*To advance education for the public benefit by the sharing of research about Spitfire Makers with audiences of different age groups in and around Southampton, other parts of the UK and via the www.*

## 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.

*Please see Section E - Financial Review, below.*

## Section D Achievements and performance

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

*Due to the Covid 19 pandemic and subsequent restrictions, this year has been year like no other, but the team has been working hard to try to move forward with our aims and objectives.*

*It has been a year since the launch of The Spitfire Makers Charitable Trust. The Spitfire Makers Memorial Plaques project was launched to a capacity audience in the Shirley Parish Hall on 23<sup>rd</sup> February 2020, and the Trust was set up in early March to manage the project and any other projects that develop from the research.*

*Immediately after the launch the BBC got in touch and, along with contributions from Solent Sky museum and Dave Key of The Supermariners website, we helped them make several episodes of the radio documentary, "Spitfire, The People's Plane". The documentary is currently available on BBC Sounds.*

*Our plans for the year had to be revised when the pandemic took hold. However, in order to keep in touch with our supporters a Facebook page was set up and has proved to be very successful. Our posts have been read worldwide and we have been contacted by several people with stories of their relatives who were Spitfire Makers.*

*In March we were awarded a grant from Southampton City Council via Southampton Voluntary Services to set up an event in Shirley to mark the 80<sup>th</sup> anniversary of VE Day in May 2020. Sadly, the event had to be postponed due to the pandemic restrictions. It is planned to hold a similar event later in 2021.*

*Although the VE Day event could not take place it did lead to a new project. The Spitfire Makers Pennants project honours the roles played in Spitfire production by individuals and groups of people using photos and information provided by their families to make*

*decorative pennants for bunting. It is intended that the bunting will be available to loan out for displays and also for use in our future events. The individual pennants have also proved popular with the families. We would like to thank Peter Foley, a local printer, who prints the pennants free of charge. This is an ongoing project as our research is identifying more candidates for the pennants.*

*In the autumn Spitfire Makers joined the Southampton Heritage Association, under whose auspices we attended the Heritage Fayre at the Mayflower Theatre Heritage Open Day on September 12th. We met up with other local heritage groups and lots of local people who were fascinated by our display and shared yet more stories of family connections with Supermarine.*

*The 80th anniversary of the bombing of the Supermarine factories in Woolston was something we had always planned to commemorate. Due to Covid restrictions we had to rethink what was possible and, once again, this took us further than we might have done otherwise. With amazing support from various local heritage groups, we were able to track down the final resting places of nearly all the 44 Supermarine staff who were victims of the bombing on 24th and 26th September 1940. These sites have been recorded on The Supermariners website in a section entitled "Remembering the Fallen" and each grave and the factory site itself was marked with floral tributes and commemorative cards.*

*Perhaps most memorable of all was being able to inform the family members where their relatives were buried.*

*From 24th to 26th the Supermarine flag was flown outside the Southampton Civic Centre Centre by kind permission of Councillor Chris Hammond, and Alan Matlock was interviewed about the bombing and our commemorations on BBC Radio Solent.*

*Another side project that grew from the limitations imposed by the pandemic was the Shirley Spitfire Trail. Originally conceived as a speaker-led group walk for the weekend of VE Day celebrations, working in partnership with the Shirley Local History Group, this became a self-guided, lockdown tour of the cluster of Spitfire production facilities in that part of town.*

*In October and November, The Spitfire Makers Charitable Trust was delighted to appoint two Honorary Presidents and a Patron. Don Smith and Margaret White, both former workers for Supermarine and now well into their nineties, were inducted on their respective birthdays and Squadron Leader Mandy Singleton RAF, Senior Engineering Officer of the Battle of Britain Memorial Flight, became our Patron. Keeping, as she does, six Spitfires in full flying order is a very tangible connection to the many workers who built the plane during WW2. Concerning her new role, she says: "I find it an honour to be patron of the Spitfire Makers Charitable Trust, and I fully support the intent to remember everyone that contributed to the colourful history of the mighty Spitfire aircraft. During my time as*

*the Senior Engineering Officer on the Battle of Britain Memorial Flight I have truly begun to understand not only the beauty of this iconic aircraft, but also the dedication of the people behind it and its success”.*

*“Whilst the BBMF enjoys their many interactions with veterans, often those engineers, support staff and communities that gave so much are not always as readily remembered. Hopefully with closer links between the Battle of Britain Memorial Flight and the Spitfire Makers Charitable Trust we can better remember all who played their part.”*

*During the year we have followed up leads to confirm the location of further Supermarine production facilities both in Southampton and beyond. Locally we have found two more sites and further afield we have found that The Royal Worcester Porcelain Factory and a cabinet making business, housed in the old Worcester Prison were making Spitfire parts.*

*We are now getting closer to erecting the first of our commemorative Spitfire Makers plaques and have been pledged funding for 2 further plaques. Funding for a plaque for the Shirley Parish Hall was raised by generous donations from the local community and the Shirley Local History Group. Pledges from individuals will fund the plaques on the site of Swards Garage and another site in the Shirley area which has yet to be decided. We are very grateful to all who have pledged and donated towards the plaques.*

*In the autumn Spitfire Makers joined the Southampton Heritage Federation and with Southampton bidding to become UK City of Culture 2025 we have met with the council's Cabinet Member for Culture, Satvir Kaur and a member of the Bid team. We explained how Spitfire Makers can contribute to the heritage aspect of the bid and, as a result, Spitfire Makers have been invited to join the bid's Heritage Steering Group.*

*Before the Christmas lockdown came into force, we were able to take our Honorary President back more than 80 years to where he was a 14-year-old apprentice in a factory in the back streets of wartime Shirley. Auto Metalcraft Ltd was a Supermarine subcontractor making jettison fuel tanks for Spitfires. The Maskers Theatre Company, who now occupy part of the original premises, filmed Don explaining what he remembered was done in each part of the building. We hope to share the film at a future Spitfire Makers event.*

*Scheduled talks to local groups and societies, entitled "Building Spitfires Without a Factory", have had to be postponed during the pandemic but some have been rearranged to happen via Zoom. The talks are usually presented in two parts: a general introduction to the story of Supermarine and the Spitfire, the bombing, and the dispersal of production in 1940 is followed by a second half which looks at the Supermarine facilities that were operating in a particular locality of most interest to the audience.*

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

*The Trust currently has a reserve fund of £150 as noted in the Trust Deed.*

<i>Total Income</i>	<i>£827.47</i>
<i>Total Expenditure</i>	<i>£170.47</i>
<i>Balance carried forward 1.4.21</i>	<i>£657.00</i>
<i>Cash at bank, c/f 1.4.21</i>	<i>£657.00</i>

**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.*

***Income sources:***

*£297.00 Donations from the general public*

*£256.96 Donations from Trustees and Project volunteers*

*£128.51 Fund raising activities*

*£145.00 Donations from public talks*

*£ 0 Grants (awarded £500, not received this year)*

*In addition to the funds received, The Spitfire Makers Charitable Trust was awarded a grant from Southampton Voluntary Services in March 2020, for VE Day 75 May 8<sup>th</sup> celebrations. Due to Covid restrictions these celebrations were postponed until September 2021. The grant was subsequently not received this financial year.*

*Covid restrictions also prevented the opening of the bank account until December 2020. This had a major impact on the fundraising activities of the Trust, March 2020/2021. In the first quarter Spitfire Makers raised £190.48 from public talk donations, a fundraising raffle, donations from individual trustees and general donations. The yearly projection was £761.92. Despite the Covid setback, the Trust exceeded these projections, raising £827.47. The area that was most impacted*



*by the delay in opening a bank account was the inability to receive grants. This area of fundraising was placed on hold until the 2021/2022 financial year.*

*The Trust is grateful for the support received from the local community in raising awareness of Spitfire Making in Southampton. Donations from trustees and supporters have included the Spitfire Makers logo design, printing of Spitfire Makers bunting, a printed tablecloth, stationery, raffle prizes, artwork, and frames for display materials.*

### **Expenditure**

*Of the £170.47 expenditure, £67.47 was donated back to the project by volunteers. This has reduced the expenditure required in the first year to £103.*

*£35 Membership of Southampton Heritage Federation*

*£50 Design work (plaque)*

*£18 Bank charges*

*The membership of the Southampton Heritage Federation allowed Spitfire Makers to take part in a Heritage Open Day at the Mayflower Theatre, Southampton on 12th September 2020. Working in partnership with volunteers from Solent Sky Museum and the Shirley Local History Group, The Spitfire Makers Charitable Trust provided an information stand and ran a fundraising activity. It was an excellent opportunity to share the WW2 dispersal sites Spitfire Making story. The Spitfire Makers Bunting, depicting images of local Spitfire Makers was on display and a discussion point. The event provided the opportunity to contact other Southampton based heritage organisations and more families with Southampton based Spitfire Making connections.*

*In addition to donations of £95 towards Spitfire Makers commemorative plaques in Shirley, Southampton, pledges of support for the funding of two commemorative plaques have been received from two individuals. Plaque manufacture is costed at £436 plus installation costs.*

*In 2020, The Rotary Club of Southampton named the Spitfire Makers Charitable Trust as one of their two charitable beneficiaries 2020-2021. This fundraising will be towards an additional commemorative plaque and is due to be received during the summer of 2021.*

*The inability to receive funds into a bank account until December 2020, resulted in Spitfire Makers working increasingly in partnership with other established local charities and organisations, like 'The Supermariners'. With support from Spitfire Makers, the Shirley Local History Group (SLHG), part of the Friends of St James' Park, have raised funds, for a commemorative plaque for the Shirley Parish Hall. SLHG, supported by Lottery funding, have also produced the Shirley Spitfire Trail Map, which raises awareness of local WW2 Spitfire Making. These projects have been funded independently of Spitfire Makers, but very much support our project. We look forward to the plaque being erected in 2021.*

## **Section G Declaration**

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (e.g., Secretary, Chair, etc)</b>		
<b>Date</b>		