

---

**From:** Admin <Admin@chigwellparishcouncil.gov.uk>  
**Sent:** 03 September 2025 14:09  
**To:** Cllr Lisa Morgan <CllrLMorgan@chigwellparishcouncil.gov.uk>  
**Cc:** Clerk - Chigwell Parish Council <clerk@chigwellparishcouncil.gov.uk>  
**Subject:** Request for the Return of Victory Hall and Community Hub Keys

Dear Councillor Morgan,

I hope you are well. For clarity of key control and to complete an access review, we need to bring all keys for Victory Hall and the Community Hub back into central custody. The key log shows you signed for a front door key on 5 September 2024. While councillors may be issued keys for specific reasons, there is no current operational reason for you to hold them and recent events have highlighted the need for tighter controls.

Please return any keys in your possession for Victory Hall and the Community Hub to the Parish Office immediately and no later than 5pm on Thursday, 4 September 2025. If you cannot attend in person, please send them in a sealed envelope marked confidential to my attention. When you have returned them please confirm by email that you hold no other keys to Victory Hall or the Hub and that no copies have been made.

If you require access in future this can be arranged through the office.

Thank you for your cooperation. This request is made to protect the security and safety of staff, volunteers and hall users.

On behalf of the Acting Clerk to Chigwell Parish Council.

Kind regards,

**Jason McKay**  
**Administrative Assistant**

**Tel: 020 8501 4275**

**Email:** [admin@chigwellparishcouncil.gov.uk](mailto:admin@chigwellparishcouncil.gov.uk)

Chigwell Parish Council  
Hainault Road  
Chigwell  
IG7 6QZ

*Please consider the environment before printing this e-mail.*

*This communication, and information it contains, is intended only for the person or organisation named above. The information contained may be confidential, privileged and protected by law.*

*Unauthorised use, copying or disclosure of any part of the message contents, or its attachments, may be unlawful. If you have received this communication in error, please contact us immediately by return e-mail and then delete it from your system.*

---

**Re: Request for the Return of Victory Hall and Community Hub Keys**

---

**From** Cllr Lisa Morgan <CllrLMorgan@chigwellparishcouncil.gov.uk>

**Date** Wed 03/09/25 4:36 PM

**To** Admin <Admin@chigwellparishcouncil.gov.uk>

**Cc** Clerk - Chigwell Parish Council <clerk@chigwellparishcouncil.gov.uk>; Cllr. Debby Rye <CllrDRye@chigwellparishcouncil.gov.uk>; Cllr. Jamie Braha <CllrJBraha@chigwellparishcouncil.gov.uk>; Olga Linkeviciene <Olga.Linkeviciene@chigwellparishcouncil.gov.uk>; bbeardwell@eppingforestdc.gov.uk <bbeardwell@eppingforestdc.gov.uk>

Dear Jason,

Thank you for your email requesting the return of keys that I hold as a registered CPC keyholder.

I presume from your email sent, that the acting Clerk no longer wants me as a Keyholder and others will attend for emergency call outs.

I will return all of my keys to Olga Linkevience as she signed them out to me last year.

Please remove me from the emergency contact list forthwith, as you no longer require me to be a key holder in cases of emergency.

As discussed on the telephone, please communicate going forward via email.

Kind regards

Lisa

**Councillor Lisa Morgan Skingsley**  
**Chigwell Parish Council**  
**Hainault Road**  
**Chigwell, IG7 6QZ**



**Please consider the environment before printing this e-mail. Thank You.**

This message contains confidential information and is intended only for the individual or entity named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message which arise as a result of e-mail transmission. If verification is required please request a hard-copy version.